

Standard Form (SF) 52 Handbook

Michigan National Guard
Human
Resource
Office

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Replaces All Previous Editions







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SECTIONI

GUIDANCE.ON PROCESSING PERSONNEL ACTIONS

<u>TIMELY SUBMISSION REQUIREMENTS</u>: Standard Form 52 for all personnel actions must be received by the Human Resource Office (HRO) two weeks prior to the proposed effective date of the action. This is especially important for the request of temporary hires. Normally, a minimum of seven working days is required to administratively process each Standard Form 52. Each one is handled by 4 personnelists involving classification, staffing, compatibility, manday utilization, coding and distribution.

We must insure that the Standard Form 50, (Notification of Personnel Action) is received by the payroll office no later than the last Friday of the pay period the employee is hired. If they do not receive documentation from the HRO on time, they cannot pay the individual until the following pay period. Therefore, failure to submit an SF 52 for an appointment or promotion in a timely manner may result in the delay of the technician's pay.

Every effort will be made by the HRO to process SF 52's as soon as possible. However, priorities may sometimes preclude giving them immediate attention. For this reason, it is necessary to require the initiation of the SF 52 two weeks in advance.

NOTE FOR APPOINTMENTS/PROMOTIONS/REASSIGNMENTS: REMEMBER THAT THE DATE REQUESTED IS ONLY A PROPOSED EFFECTIVE DATE AND NO EMPLOYEE SHOULD BE TOLD TO REPORT FOR WORK UNTIL THE EFFECTIVE DATE HAS BEEN VERIFIED BY THE STAFFING SECTION OF THE HUMAN RESOURCE OFFICE.

New technician hires will be paid commencing upon the effective date that was verified by the HRO. Supervisors will not tell a new employee to report to work without prior approval of the HRO. The HRO is the agency authority for setting the appointment effective date.

TEMPORARY APPOINTMENTS: Temporary appointments for both ANG and ARNG **MUST** submit the following with the SF 52:

- 1. Optional Form (OF) 612 and/or Resume
- 2. Optional Form (OF) 8

Persons serving on a temporary appointment MUST be qualified to perform the duties commensurate with the position. HRO must review the above document(s) to determine the qualifications of the individual and qualify them for the position.

REFERRAL AND SELECTION CERTIFICATE PROCEDURES: HRO will notify the selecting official once the selection has been approved. The HRO will inform all candidates not selected in writing. However, the candidates who are not selected may be referred to the selection official for any questions they may have concerning the hiring process. Selecting officials will need to provide the specific reasons for non-selection if they request this information.

SUBMISSION OF FORMS FOR PAY: The following forms must be submitted as soon as possible for pay purposes, for newly appointed technicians (permanent or temporary):

- 1. W-4 (Employee's Federal Withholding Allowance Certificate)
- 2. MI-W4 (Employee's Withholding Exemption Certificate)
- 3. Employee's Tax Withholding Certificate for applicable City
- 4. Standard Form (SF) 1199A (Direct Deposit Sign-Up Form)
- 5. MIARNG Form 37-1-R (Designation of Home Mailing Address)

All W-4's and Direct Deposit Forms may be submitted directly to each respective payroll office (Army and Air). The 37-1-6 (Designation of Home Mailing Address) may also be submitted directly to the respective payroll office, however, you must ensure the HRO receives a copy of this form, as the form is placed in the permanent section of the employee's Official Personnel Folder (OPF) in the Human Resource Office.

WHO INITIATES SF 52'S? The supervisor is the initiator of personnel actions. Standard Form 52, Request for Personnel Action, must be submitted to the HRO, Lansing for ALL actions. There are two types of personnel actions; (1) Position Actions, (2) Employee Actions; that require submission of the SF 52. (See instructions for Preparing Personnel Actions)

A SIGNED AND DATED OPTIONAL FORM (OF) 8, POSITION DESCRIPTION, IS TO BE ATTACHED TO THE SF 52 FOR ALL POSITION AND EMPLOYEE ACTIONS.

The Major Command will indicate on the SF 52, in Part D, whether or not Permanent Change of Station (PCS) expenses will be authorized. PCS costs are funded by the National Guard Bureau.



-SECTION-II

INSTRUCTIONS FOR PREPARING PERSONNEL ACTIONS

(REQUEST FOR PERSONNEL ACTION, STANDARD FORM 52)

BLOCK NUMBER & TITLE	WHEN TO COMPLETE	HOW TO COMPLETE
PART A - REQUESTING	OFFICE	
1 Actions Requested	Complete on ALL Actions (see Note 1)	Type of personnel action required (i.e. FILL, DETAIL, PROMOTION, ETC) Attach signed and dated position description
2 Request Number	Optional	This would be your SF 52 Control Number (e.g. Det 1 – 00-11)
3 For Additional Information Call (Name and Telephone)	Complete on ALL Actions	Enter Name and Telephone of person familiar with the action being requested (AO/Supervisor) (See Note 3)
4 Proposed Effective Date	Optional	Resignations enter last day of duty. HRO will determine the actual effective date. (See Note 2).
5 Action Requested By (Typed Name, Title, Signature & Request Date)	Complete on ALL Actions	Enter required data as stated (See Note 3)
6 Action Authorized by (Typed Name, Title, Signature & Date)	Complete on ALL Actions	Signature of person authorized to approve the personnel action request. Enter the Full Time Facility/Organizational Commander. (See Note 3)
PART B - FOR PREPARAT	TION OF SF 50	
1 Name	Complete on ALL Actions	Type in upper case, last name first, followed by the first name and middle name or initial
		In reporting a change of name show present name in this block and former name in block 5-B along with the name change nature of action.
2 Social Security Number	Complete on ALL Actions	Enter Social Security Number correctly
3 Date of Birth	Complete on ALL Actions	Enter date by month-day-year order in six numerals, e.g., 01-03-44. Do not use military dates.
4 Effective Date	Leave Blank	HRO Determines effective date (See Note 2)

C A through F		
6 A through F	Leave Blank	
7 FROM: Position Title & Number	Complete on separations; actions that place employee in nonpay status and any other actions that move the employee from one position to another. Leave blank on awards	Enter position title and PD number shown in "TO" portio (Right Side) of employee's la SF-50, Notification of Personnel Action. Also enter Sequence # and other appropriate info. See Samples.
8 Pay Plan 9 Occupational Code		Enter the pay plan and occupational code shown in "TO" portion (Right Side) of employee's last SF-50
10 Grade or Level		Enter Grade or Level shown in the "TO" portion (Right Side) of employee's last SF 50
		For Employees who are
		already entitled to grade retention, enter grade of the position they actually occupy. NOT the grade they are retaining for pay and benefit purposes.
4 642 1-5-4		
1 Step or Rate	Complete on Separations, actions that place employee in a nonpay status, and actions	Enter step or rate for employee's CURRENT salary
	that move employee to a different grade, step or rate.	Enter "00" for employees who are already entitled to grade retention and have a salary in
	Leave blank on awards	excess of the maximum rate for their grade.
2 Salary	Complete on all separations, actions that place employee in nonpay status and actions that	Enter salary employee is currently being paid.
	move employee to a different salary	When employee is already entitled to grade retention,
	Leave blank on awards	show salary in terms of the pay system of the position he/she now occupies

13 Pay Basis	Complete on all actions on basis in which block 12 is completed.	Enter appropriate code for basis on which employee is currently being paid: PA = PER ANNUM (GS) PH = PER HOUR (FWS)
14 Name and Location of Position's Organization	Complete on separations, actions that place employee in nonpay status and actions that move employee to a different position or grade	
15 TO: Position Title & Number	Leave blank on actions that place employee in a nonpay status and separations	Enter position title and PD number as shown on OF 8. Also enter Sequence # and other appropriate info. See Samples.
16 Pay Plan	Leave blank on separations, actions that place employee in nonpay status and awards	Enter the pay plan and occupational code shown on the position description
	Complete on all other actions	
17 Occupational Code		When employee is entitled to grade retention, show pay plan and occupational code for the position employee occupies
18 Grade and Level	Complete on all actions excepted awards	Enter grade or level shown on the position description
		For employees who are entitled to grade retention show grade of the position employee actually occupies, not the grade he/she is retaining for pay and benefits purposes.
19 Step or Rate	Leave Blank	
20 Salary/Award	Leave Blank	

22 Name and Location of Position's Organization	Leave blank on actions that place employee in nonpay status & separations that are not immediately followed by appointment in another agency.	Enter name of organization where position is located and the city and state where the organization is located. EXAMPLE: DEP OF MIL & VET AFFAIRS USPFO/Logistics Br/Supply Br 3111 W. St. Joseph Lansing, MI 48913
23 Veteran's Preference	Leave blank	
24 Tenure	Leave blank	
25_through 31	Leave blank	indiana di Paranta di Paranta di Paranta di P
32 Work Schedule		
32 WOIK Scriedule	Complete on appointments and conversions to	Enter appropriate code:
	appointments, separations, pay change actions, actions that move employee into and out of pay status and change in work schedule actions.	F = FULL TIME P = PART TIME
33 Part-Time Hours Per Biweekly Pay Period	Complete when block 32 shows work schedule code of "P"	Self-Explanatory (See Note 6)
34 Position Occupied	Complete on appointments, conversions to appointments, separations	Self-Explanatory
35 through 38	Leave blank	
39 Duty Station (City-County- State)	Complete on all actions	Enter location where employee actually works
40 through 44	Leave blank	
45 through 51	Leave blank	
PART C - REVIEWS AND	APPROVALS	
1 Office/Function	Leave blank	
PART D - REMARKS BY F	REQUESTING OFFICE	
	Leave blank for resignations & retirements	Information that a supervisor has concerning an employee's
	Completion is optional for other actions	reason for resignation or retirement should be noted on separate sheet (NOT on the

other actions

separate sheet (NOT on the SF 52 itself) The sheet may not be filed in OPF, but may be retained in the HRO, in a

"subject file" for two years from the effective date of the action in case it is needed for unemployment compensation purposes.

Use this block for any additional information required to process this action, e.g., Vacancy VICE: SMITH; Readvertise Announcement #05-00; Tour of Duty; Nonstandard Workweek; Funding Approval; Selected from Certificate #06-00, etc. (See Note 5)

PART E - EMPLOYEE RESIGNATION / RETIREMENT

Self Explanatory

Employee completes and signs the SF-52 on resignations and retirements

PART F - REMARKS FOR SF 50

Leave Blank, except Military Information to be completed as appropriate

Complete Military Information on all military (dual status) technician requests (See Example, pg 13)

HRO will utilize remainder of this block for SF 50 information

NOTES:

- 1. An SF 52 must be submitted for all employee actions with attached signed and dated Position Description. The different types of employee actions are listed below and are followed up with samples of each.
- Fill (To advertise vacancy)
- > Fill (FTAD AGR)
- Excepted Appointment (Dual Status)
- Excepted Appointment (Handicap)
- Appointment (Non-Dual Status)
- Conversion to Excepted Appointment
- Reinstatement
- Excepted Appointment NTE
- Extension of Appointment NTE

- > Promotion
- Change to Lower Grade
- > Reassignment
- ➢ PDCN Change
- > Detail NTE
- > Name Change
- Suspension NTE
- > LWOP NTE
- ➤ LWOP-US
- > Return To Duty (RTD)
- > Separation U.S.
- > Termination -- Appointment In Another Agency
- > Removal
- > Termination
- > Termination During Trial Probationary Period
- > Retirement
- > Resignation
- > RIF
- Death
- > Time Off Award
- > Team Based Performance Award ARMY ONLY
- Quality Salary Increase (QSI)
- Cash Award
- Relocation Bonus
- Retention Allowance
- > Recruitment Bonus

- 2. A new employee <u>must not be notified nor brought on duty</u> until the supervisor has been notified by HRO of the effective date of entrance on duty, which will be established after the Adjutant General's approval of selection. The proposed effective date will normally be the first Sunday of the next full pay period.
- 3. Type military grade (e.g. CMSgt, CSM, LTC, COL, etc) and other information as required with name of supervisor in chain of command.
- 4. An employee must submit proof with the SF 52 that he/she has reported the Name Change to the Social Security Office (e.g. application/copy of new card)
- 5. Request any additional information as needed to process the action. On appointments, always indicate the Referral and Selection Certificate Number (e.g. "Selected from Cert #006-00").
- 6. When hiring a part time employee, the work schedule must be on the SF 52 (e.g. Monday, Wednesday, Friday, 8 hours a day, 0745 hrs to 1630 hrs.)

EXAMPLES OF MILITARY INFORMATION:

MILITARY INFORMATION - AIR (ALWAYS SHOW FUNCTIONAL CODE)

FC: 212000

DUTY POSITION TITLE: Materials Handler

AUTHORIZED GRADE: SSgt CURRENT GRADE: SSgt AFSC (DUTY): 2S071

UNIT OF ASSIGNMENT: 110 LS

MILITARY INFORMATION -- ARMY (ALWAYS SHOW UIC)

MTOE/TDY/UMD NR: 07015HNG023
DUTY POSITION TITLE: Aircraft Mechanic

AUTHORIZED GRADE: SSG CURRENT GRADE: SGT

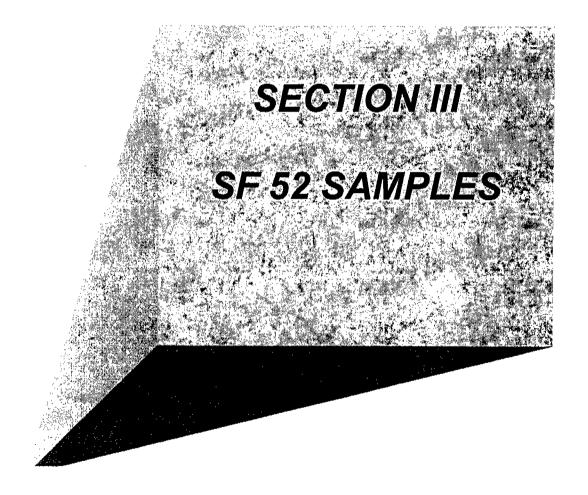
PARA NR: 114 LINE NR: 10

MOS (DUTY): 96B10

UNIT OF ASSIGNMENT: 1-238 AV REGT

UIC: WTQVAA





T. MOTOTIS TE	questeu		ffice <i>(Al</i> so							TUCY	Saa Not	l l	uest Num	ber
FILL(MERIT/RECRUITMENT/DUAL BID)(TEMP INDEF)(DUAL STATUS/NON-DUAL STATUS) See 3. For Additional Information Call (Name and Telephone Number) (AO/SUPERVISOR)									See Not	4. Proposed Effective Date 01-02-2003				
5. Action Req (AO/SUPE			ame, Title, Sign	ature, and Re	quest Date)		I		d By <i>(Typed)</i> RGANIZAT					ce Date)
PART B = 1. Name (Last			n of SF 50	(Use only o	odes in FŦ	M Supple		1. Show a Security N		onth-da 3. Date			ective Dat	AMERICA Merikan e
FIRST AC		of Action						ND ACT	ION ure of Action					
5-C. Code 5-	D. Legal A	uthority			<u> </u>		6-C. Code	e 6-D. Lega	al Authority		· · <u>-</u>			
5-E Code 5-	F. Legal A	uthority		-			6-E. Code	6-F. Lega	al Authority					
7. FROM: P	osition Ti	tle and Nu	mber				Electron Air: Fu	nics Mec inc Code	Title and Nur hanic Supv, (#####)	PD# - MPCN				37)
8. Pay Plan 9. Occ.	Code 10. Gr	ade or Level 1	1.Step or Rate 11	. Total Salary		13. Pay Basis	s 16. Pay Plan WS	17. Occ. Code 2604	e 18. Grade or Leve	19.Step	or Rate 20.	Total Salary/Av	vard	21. Pay Bas
12A. Basic Pay	12	B. Locality Ad	dj. 12C. At	ij. Basic Pay	12D. Other	Pay	20A. Basic		20B. Locality A	_ dj.	20C. Adj. i	Basic Pay	20D. Oth	ier Pay
1 2-	a de la	*70" 30ko o	pint/Disability pint/Compensable	5 - 10- 6 - 10-	Point/Other Point/Compen	sable/30%	1 -	None Permanent	2 - Conditional 3 - Indefinite	25. A	gency Use	26.Veten	ens Preferer	nce for RIF
7. FEGLI							28. Annuit	ant Indicat	or			29. Pay F	Rate Determ	inant
0. Retirement	Plan			31. Servi	ce Comp. Dat	e (Leave)	32. Work	Schedule				33. Part	Time Hours Biweekly Pay Perio	
POSITION 4. Position Oc 2 1 - C 2 - E 3. Duty Statio	cupied ompetitive S xcepted Serv	Service 3	- SES General - SES Career Rese	39. E		npt exempt (City — C		oriation Cod	de seas Location)			$x^{n,p}(\cdot) \rightarrow \mathbb{C}(x^{n-1}(0)) \times \mathbb{C}(x^{n}(0))$	gaining Un	it Status
D. Agency Dat	а	41.	. <u></u>	42.	nd Ledge,	43.		44.						
PART C - I	Reviews	"" " " " " " " " " " " " " " " " " "	egree Attained	ot to be u			office,)		enship A 8 - Other		terans Sta	an and a second	iupervisory	
, Officer u	netion -		Initials/Signa	nure		Date	D.	/Function	-	Initials	s/Signature)ate
							E							
		-					F.							
Approval: I certify that the information entered on this form is accurate and that the lossed action is in compliance with statutory and regulatory requirements.						Signature Approval					al Date			

PART D — Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting If "YES", please state these facts on a se	reasons for the em	pployee's resignation/retirement?	☐ Yes	
VICE: John Doe	porate oncor and at	14611 10 Sr 32.)	1es	No
NOTES:				
1. If advertising position below target grade(e.g. GS HAS PROMOTION POTENTIAL TO (TARGET GR 2. If advertised as DUAL BID, use the following sta "OPEN TO ON-BOARD AGR ONLY". 3. Specify type of Bid in Part A. block 1 (e.g. MED)	tement if no AC	UT FURTHER COMPETITION.' GR manyears are available:	ı	
 3. Specify type of Bid in Part A, block 1 (e.g. MERI STATUS). 4. If advertising as TEMPORARY INDEFINITE, and section of the SF 52 "POSITION COLUDE CONVERGE" 	d the notential e	rists for nermanent funding inclu-	do the following an	
section of the SF 52: "POSITION COULD CONVER" PART E - Employee Resignation/Retirement	T TO PERMAN	IENT WITHOUT FURTHER CO	MPETITION"	
The state of the s	PRIVACY AC	T STATEMENT		Ž.
You are requested to furnish a specific reason for your resignatio a forwarding address. Your reason may be considered in as regarding your re-employment in the Federal service and may determine your eligibility for unemployment compensation forwarding address will be used primarily to mail you copies of a should have or any pay or compensation to which you are entitled	ny future decision y also be used to n benefits. Your	records, while section 8506 requires at termination of Federal service to the sconnection with administration of unemple. The furnishing of this information is vol	gencies to furnish the Secretary or Labor or oyment compensation p untary; however, failur	specific reason for a State agency in programs.
This information is requested under authority of sections 301, 3 title 5, U.S. Code. Sections 301 and 3301 authorize OPM and ago	3301, and 8506 of encies to issue	result in your not receiving: (1) your copie pay or other compensation due you; a benefits to which you may be entitled.	s of those documents y and (3) any unemploy	you should have; (2) ment compensation
2. Effective Date 3. Your Signature	4. Date Signed	5. Forwarding Address (Number, S.	treet, City, State, Zir	Code)
PART 5 Remarks for SF 50 MILITARY INFORMATION (SEE EXAMPLE ON I	PAGE 13 INST	PHOTIONS ADM VS AID E	VAMBLEO	
MTOE/TDY/UMD NR: DUTY POSITION TITLE: AUTHORIZED GRADE: CURRENT GRADE: PARA NR: LINE NR: MOS (DUTY): UNIT OF ASSIGNMENT: UIC:	AGE 13 INST	RUCTIONS - ARMY VS. AIR E.	XAMPLES)	

1. Actions Rei				e Part B, It	ems 1, 7-22,	32, 33, 3(and 39.			i		uest Num	ber
3. For Additio	3. FOE ACCITIONAL INFORMATION CALL (Mamo and Tologhese Abothes)										##-##		
(AO/SUPE	(AO/SUPERVISOR)											01-02-2	ective Date
	uested By (Typed	Name, Title, S	gnature, and	d Request D	ate)	6. Action	n Authorize	ed By (Typed	Name, Title,	Signature,	and C	oncurrent	ce Date)
(AO/SUPE						(FACI	LITY/O	RGANIZAT	ΓΙΟΝΑL	COMMA	NDE	R)	·
PART B -	- For Preparat First, Middle)	ion of SF	0 (Use or	ily codes li	t FPM Supplei	nent 292- 2. Social	1. Show a Security N		onth-day-y 3. Date of E			ctive Dat	e
FIRST AC	TION	n jaranggara.	. 15. 4799774 1	Úlar ez ez ez e		- ercol	10.407		s Kartas, vadalist	L			
5-A. Code 5-	B. Nature of Action	da sabah bada sabah	B. B. Marie	Ballina Intelle	Baliyasi (1904) Jil	ar and the Market St. of the Contract	ND ACT	ure of Action	e i Padarbai I.a			rotes.	
5-C. Code 5-I	D. Legal Authority	<u>-</u>				6-C. Code	6-D. Leg	al Authority				-	
5-E Code 5-1	E. Legal Authority					6-E Code	6-F. Lega	al Authority					
7. FROM: Po	sition Title and N	lumber				15. TO:	Position	Title and Nur	nber				·
								nel Specialis ###) MPCI			(858	40-6542	!)
8. Pay Plan 9. Occ.	Code 10. Grade or Level	11.Step or Rate	12. Total Salar	,	13. Pay Basis	16. Pay Plan	17. Occ. Cod	e 18. Grade or Leve	19.Step or Rat	te 20. Total Sa	lary/Awa	ard	21. Pay Bas
						GS	0204	07	1				-
12A. Basic Pay	12B, Locality	-	Adj. Basic Pa	y 12D. C	Other Pay	20A. Basic	Pay	20B. Locality A	dj. 200	C. Adj. Basic P	ъy	20D. Oth	er Pay
14. Name and L	ocation of Position	's Organization	· · · · · · · · · · · · · · · · · · ·			22. Name	and Locat	ion of Position	's Organizati	ion	•	٠	
EMPLOYE	and the contract of the contra						reek AN	IG Base, M	I				
	•	-Point/Disability	5 -	- 10-Point/Oth	er	24. Tenure	None	2 - Conditional	25. Agend	y Use 26	Veterar	ns Preferen	ce for RIF
<u>2 - 5</u> 27. FĒĞLI	5-Point 4 - 10-	-Point/Disability -Point/Compensal	ole 6	- 10-Point/Con	pensable/30%	1 -	Permanent ant Indicat	3 - Indefinite	<u> </u>		YES		NO
						Zo. Alliidit	an moiça	OI .		29.	Pay Ra	ite Determi	nant
30. Retirement F	lan an	<u> </u>	31.	Service Comp.	Date (Leave)	32. Work 5	Schedule			33.	Part T	ime Hours Biweekly Pay Pend	
POSITION	DATA				TRIVER SE	F						Pay Perio	id Marita
 Position Occ 	upied	Mari, 500 - a se de Saul das sunts.	3	5. FLSA Cat	- ,	36. Approp				37.	Barga	ining Uni	t Status
1 - Co 2 - Ex	mpetitive Service cepted Service	3 - SES General 4 - SES Career R	eserved	N-	Exempt Nonexempt								
38. Duty Station	Code		3	9. Duty Sta	tion <i>(City Co</i>	unty – Stat	e or Overs	eas Location)					
O Aganay Data		_		Battle Cree				·- ·- · · · · · · · · · · · · · · · · ·					
0. Agency Data	41.		42.		43.		44.						
5. Educational L	evel 46.Year	Degree Attain	d 47. Acad	lemic Discipli	ne 48. Functio	nal Class	49. Citize	enship	50. Vetera	ns Status !	51. Su	pervisory	Status
PART C - R	eviews and A	pprovals	Not to b	e used by			e k ee	A 8 - Other	Tody sould and				
1. Office/Fun	Ction	Initials/Sig	nature		Date	Office D.	/Function		Initials/Sig	nature	· · · · · ·	D	ate
3.						E.	· .	-					
<u> </u>		·				F.		_			<u>_</u>		
						Signature	•						
Approval: I certif oposed action is in	pproval: I certify that the information entered on this form is accurate and that the esed action is in compliance with statutory and regulatory requirements.											Approva	il Date

SF 52 (Reverse)			
PART D Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reasons for the emplif "YES", please state these facts on a seperate sheet and att	ployee's resignation/retirement?	Yes	No
VICE: JOHN DOE	25/11/0 01 02.)		
NOTES:			
If no AGR manyears are available, type the following statement of DNLY". If a vacant manyear exists, type the following statement on the SF Specify area of consideration (i.e., STATEWIDE, NATIONWIDE, Make sure to put who position is vice to (i.e., VICE: JOHN DOE)	52 in Part A, Block 1: "VACANT A		D AGR
	T STATEMENT		
You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you	records, while section 8506 requires agenci termination of Federal service to the Secre connection with administration of unemployme	les to furnish the spe etary or Labor or a S ent compensation progr	ecific reason for State agency in rams.
should have or any pay or compensation to which you are entitled. This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue	The furnishing of this information is voluntal result in your not receiving: (1) your copies of pay or other compensation due you; and benefits to which you may be entitled.	those documents you :	should have; (2)
Reason for Resignation/Retirement (NOTE: Your reasons are used in determining presignation/retirement is effective at the end of the day — midnight — unless you specified.	ossible unemployment benefits. Please be specify otherwise.)	ific and avoid generaliz	ations. Your

2. Effective Date 3. Your Signature

PART 5 - Remarks for SF 50 MILITARY INFORMATION (SEE EXAMPLE ON PAGE 13 INSTRUCTIONS - ARMY VS. AIR EXAMPLES)

4. Date Signed

5. Forwarding Address (Number, Street, City, State, Zip Code)

DUTY POSITION TITLE: AUTHORIZED GRADE: CURRENT GRADE: AFSC (DUTY): UNIT OF ASSIGNMENT:

PART A - Requesting Office (Also complete Part B. Items 1, 7-22, 32, 33, 36 and 39.) 1. Actions Requested EXCEPTED APPOINTMENT (DUAL STATUS) (Selected From Certificate #090-02) (See Notes on Reverse								n .	2. Request Number				
3. For Additional	Information Call (Nam	ed From C	eruncate	#090-02	(See N	votes on I	Reverse)	##-##		ective Dat			
(AO/SUPERVISOR) 5. Action Requested By (Typed Name, Title, Signature, and Request Date)											1	01-02-2	
		Title, Sig	nature, and R	equest Date	e)	6. Action	1 Authorize	d By (Typed	Name, Title	e, Signature	, and C	oncurrent	ce Date)
(AO/SUPERV	VISOR)					(FACI	LITY/O	RGANIZA'	TIONAL	COMMA	ANDE	R)	
PART B F 1. Name (Last, Fit	or Preparation o	f SF 5	O (Use only	codes in F	PM Suppler	nent 292- 2 Social	1. Show a Security N	all dates in n	n onth-day - 3. Date of			ctive Date	
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5-E. Code 5-F. L	egal Authority			 -		6-E Code	6-F. Lega	al Authority			··		<u> </u>
7. FROM: Posit	ion Title and Numbe	 er				15. TO:	Position 1	Title and Nu	mber				
						Military Air: Fu	Personr inc Code	nel Clerk, F (######) ##) Line (PD#-Sequ MPCN#:				
8. Pay Plan 9. Occ. Cod	e 10. Grade or Level 11.Step	or Rate	12. Total Salary		13. Pay Basis			18. Grade or Lev	•	Cate 20. Total	Salary/Awa	ard	21. Pay Bas
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14. Name and Loca	ation of Position's Orga	l anization				22. Name	and Locati	ion of Position	ı's Organiza	ntion		<u>.</u>	
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8. Duty Station Co		00,00 / 100				unty Stat	e or Overs	eas Location)		J_			
			Gra	yling, M	I .								
0. Agency Data	41.		42.		43.		44.		- -				
5. Educational Leve	el 46.Year Degree	Attained	47. Academ	ic Discipline	48. Function	nal Class	49. Citize	nship	50. Vetera	ans Status	51. Şu	pervisory	Status
PART C - Rev	riews and Appro	vals <i>(l</i>	Vot to be t	ised by n	guesting (A 8 - Other	h 1931				170
1. Office/Function	on Ini	itials/Sign	ature		Date		Function		Initials/Si	gnature		D:	ate
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Approval: I certify the	at the information entered mpliance with statutory an	on this for	n is accurate an	d that the		Signature		·				Approva	ıl Date

PART D Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reasons for the elf "YES", please state these facts on a seperate sheet and a	imployee's resignation/retirement?		
	attach to SF 52.)	Yes	☐ No
NOTES: 1. If position was advertised below target grade, (e.g. GS-05/07), section of the SF 52: "POSITION HAS PROMOTION POTENTLA	and filled at the lower grade, inclu LL TO (TARGET GRADE) WITH	de the following sta	atement in this
2. If type of appointment is TEMPORARY INDEFINITE, include "POSITION COULD CONVERT TO PERMANENT WITHOUT F	the following statement is at a	ion of the SF 52::	OM ETHOR.
3. If a temporary indefinite appointment, tenure will be "3".			
PART E Employee Resignation/Retirement	CT STATEMENT		
rou are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. You forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.	d regulations with regard to employment of records, while section 8506 requires a termination of Federal service to the connection with administration of unemplu. The furnishing of this information is volumed to the connection with administration of the connection of the connection is volumed.	gencies to furnish the Secretary or Labor or loyment compensation p	specific reason for a State agency in rograms.
This information is requested under authority of sections 301, 3301, and 8506 o title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue	result in your not receiving: (1) your coping pay or other compensation due you; benefits to which you may be entitled.	es of those documents y and (3) any unemploys	you should have; (2) ment compensation
 Reason for Resignation/Retirement (NOTE: Your reasons are used in determining resignation/retirement is effective at the end of the day midnight unless you specified. 	ecify otherwise.)	specific and avoid gener	ralizations. Your
Effective Date 3. Your Signature 4. Date Signed	5. Forwarding Address (Number, S	treet, City, State, Zip	Code)
PART 5 Remarks for SF 50 MILITARY INFORMATION (SEE EXAMPLE ON PAGE 13 INS	IRUCTIONS - ARMY VS. AIR F.	XAMPI FS)	
MTOE/TDY/UMD NR: DUTY POSITION TITLE: AUTHORIZED GRADE: CURRENT GRADE: PARA NR: LINE NR: MOS (DUTY): UNIT OF ASSIGNMENT: UIC:	- THE PARTY OF THE	AAWI LES)	

PARI A Requesting Office (Also complete Part B. Items 1, 7-22, 1. Actions Requested EXCEPTED APPOINTMENT HANDICAR(Authority Schoolule A.							TVO		a) (a)	2. R	equest Num	ber
EXCEPTED APPOINTMENT-HANDICAP(Authority Schedule A, 2 3. For Additional Information Call (Name and Telephone Number)						13.31021) (Certii	icate#100-0	2) (See Not	tes) ##-		<u> </u>
(AO/SUPERVISOR)										[4. P	oposed Effe	
5. Action Requested By (Typed Name, Title, Signature, and Request Date)					6 Actio	n Authorize	d By (Typed	Name Title S	lianatura nad	06-04-2	003	
(AO/SUPERV				,,				RGANIZAT				e Date)
i. Name (Last, Fir		of SF 50 (<i>U</i> se	э опіу с	odes in FP	M Suppler	2. Social	Security N	umber	Date of Birt	:h 4. 🛭	fective Date	
DOE, JANE A FIRST ACTION 5-A. Code 5-B. N	ON				Section 25 and familiar	SECO	123-45-6 ND ACT e 6-8. Natu		06-03-1	960	Salt auto anticat	ZNAZ.
5-C. Code 5-D. L	_egal Authority					6-C. Code	6-D. Lega	al Authority	<u></u>			
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	ion Title and Numb					Clerk T Air: Fu Army:	ypist, PI inc Code Para (##	Title and Nur O#-Sequence (#####) ##) Line (#	e# (07255- MPCN#: (N ###)	MIA#####		
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SF 52 (Reverse)	
PART D Remarks by Requesting Office	
(Note to Supervisors: Do you know of additional or conflicting reasons for the em if "YES", please state these facts on a seperate sheet and at	ployee's resignation/retirement?
NOTES: 1. If position was advertised below target grade, (e.g. GS-05/07), a section of the SF 52: "POSITION HAS PROMOTION POTENTIAL. 2. If type of appointment is TEMPORARY INDEFINITE, include the "POSITION COULD CONVERT TO PERMANENT WITHOUT FU. 3. Military Information not required.	. 10 (TARGET GRADE) WITHOUT FURTHER COMPETITION."
PART E Employee Resignation/Retirement	STATEMENT
You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision	regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal services to the Secretary and the Secr
Reason for Resignation/Retirement (NOTE Your reasons are used in determining presignation/retirement is effective at the end of the day midnight unless you spectrum.)	ossible unemployment benefits. Please be specific and avoid generalizations. Your ify otherwise.)
2. [[[
2. Effective Date 3. Your Signature 4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
PART 5 - Remarks for SF 50	

•	PART A Requesting Office (Also complete Part B. Items 1, 7-22, Actions Requested											1	quest Num	iber
APPOINTMENT - NON DUAL STATUS (Selected From Certific 3. For Additional Information Call (Name and Telephone Number)						1 Certifica	te #101-0	(S	ee Notes or	1 Reverse	:)	##-#		
(AO/SUPERVISOR)										4. 710	01-02-2	ective Date		
5. Action Requested By (Typed Name, Title, Signature, and Request Date)					·)	6. Action	n Authorize	d By <i>(Typed</i>	Name, Title	, Signati	ire, and (
(AO/SUPER\	/ISOR)						(FACI	LITY/OF	RGANIZAT	ΓΙΟΝΑL	COMN	IANDI	ER)	
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SF 52 (Reverse)			
PART D Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reasons for the en- if "YES", please state these facts on a seperate sheet and at	iployee's resignation/retirement? tach to SF 52.)	Yes	☐ No
NOTES: 1. If position was advertised below target grade, (e.g. GS-05/07), a section of the SF 52: "POSITION HAS PROMOTION POTENTIAL"	L 10 (TARGET GRADE) WITHOU	T FURTHER CO	ement in this DMPETITION."
2. If type of appointment is TEMPORARY INDEFINITE, include to "POSITION COULD CONVERT TO PERMANENT WITHOUT FI	he following statement in this section URTHER COMPETITION"	of the SF 52::	
3. Military Information not required.			
You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to	records, while section 8506 requires agence	cies to furnish the s	pecific reason for
forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.	The furnishing of this information is volunta	ent compensation pro arv: however, failure	ograms.
This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue	pay or other compensation due you; and benefits to which you may be entitled.	(3) any unemployme	a should have; (2) ent compensation
Reason for Resignation/Retirement (NOTE Your reasons are used in determining presignation/retirement is effective at the end of the day — midnight — unless you specified.	ossible unemployment benefits. Please be specify otherwise.)	cific and avoid general	lizations. Your

4. Date Signed 5. Forwarding Address (Number, Street, City, State, Zip Code)

PART 5 -- Remarks for SF 50

2. Effective Date 3. Your Signature

CONVERSION TO EXCEPTED APPOINTMENT (Selected From Certificate #090-02) 3. For Additional Information Call, Name and Telephone Numbers) (AO/SUPERVISOR) (AO/SUPERVISOR) (FACILITY/ORGANIZATIONAL C PART B — For Preparation of SF 50 (Use only codes in FPM Supplement 2924, Show all pates in month-day, your last content of the content o		2. Request Number		
S. Action Nequested by (Typed Name, Title, Signature, and Request Date) (AO/SUPERVISOR) PART B.— For Preparation of SF 50 (Use only codes in FFM Supplement 292-1, Show all dates in month-day by 1. Name (Last, Frst. Middle) SAYLOR, ROBERT D. FIRST ACTION SA Code Se. Nature of Action S-C. Code Se. Nature of Actio	##_# 4. Pro	## oposed Effective Dat		
(AO/SUPERVISOR) (FACILITY/ORGANIZATIONAL C PART B For Preparation of SF 50 (Use only codes in FFM Supplement 292.1. Show, all dates in month-day-ye 1. Name (Last, Frist, Models) SA COURS 5-8 Nature of Action SA CODE 5-8 Legal Authority SECOND ACTION S		01-02-2003		
PART B For Preparation of SF 50 (Use only codes in PPM Supplement 292.1. Show all dates in month-day.) Part (Lest. First, Middle) SAYLOR, ROBERT D SCONDA ACTION SACOSIS 5-8 Nature of Action S-C. Code 5-8. Nature of Action S-C. Code 5-8. Nature of Action S-C. Code 5-9. Legal Authority S-C. Code 6-9. Legal A	, Signature, and	Concurrence Date)		
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S-E Code 5-P. Legal Authority 6-E Code 6-F. Legal Authority FROM: Position Title and Number Aircraft Mechanic, PD#-Sequence# (67372-15467) Air: Func Code (#####) MPCN#: (MIA######) Air: Func Code (#####) MPCN#: (MIA######) Air: Func Code (#####) Line (###) Army: Para (####) Line (###) Army: Para (####) Line (###) Pph Ind 9-Occ Code 10-Cross or Liver 11-Seq or Rate 12-Total Salary 12-Papa Salary				
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ART C - Reviews and Approvals (Not to be used by requesting office.) 1. Office/Function Initials/Signature Date Office/Function Initials/Signature D. E.		***		
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ART C - Reviews and Approvals (Not to be used by requesting office.) 1. Office/Function Initials/Signature Date Office/Function Initials/Signature D. E.	ns Status 51. Se	Supervisory Status		
D. E				
E E	nature	Date		
F.	- 	 		
				
Approval: I certify that the information entered on this form is accurate and that the Signature		Approval Date		

PART D Remarks (Note to Supervisors: Do you lf *YES"	DY Requesting Office uknow of additional or conflicting please state these facts on a se	g reasons for the emergerate sheet and at	ployee's resignation/retirement?	√ Yes	∏ No
 Be sure to cite the cer 	tificate number of selection	package.	· - · ,		
PART E Employee	Resignation/Retirement				
regarding your re-employment determine your eligibility f forwarding address will be use	in the Federal service and ma	on or retirement and iny future decision y also be used to on benefits. Your	regulations with regard to employment or records, while section 8506 requires against termination of Federal service to the Sconnection with administration of unemploteness. The furnishing of this information is volumed to the section of the sect	gencies to furnish the secretary or Labor or a symmetric compensation products to the compensation products and the compensation products are compensations.	specific reason for a State agency in ograms.
This information is requested title 5, U.S. Code. Sections 30	under authority of sections 301, 3 1 and 3301 authorize OPM and ag	3301, and 8506 of encies to issue	result in your not receiving: (1) your copie pay or other compensation due you; a benefits to which you may be entitled.	s of those documents vi	nu should have (2)
2. Effective Date 3. Your Sig	gnature	4. Date Signed	5. Forwarding Address (Number, St	reet, City, State, Zip	Code)
PART 5 Remarks for MILITARY INFORMATION		PAGE 13 INST	RUCTIONS - ARMY VS. AIR EX	XAMPLES)	
MTOE/TDY/UMD NR: DUTY POSITION TITLE: AUTHORIZED GRADE: CURRENT GRADE: PARA NR: MOS (DUTY): UNIT OF ASSIGNMENT: UIC:	LINE NR:			- max 22.0j	

(FACIL PART B — For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. 1. Name (Last, First, Middle) SMITH, BETTY M. FIRST ACTION 5-A. Code 5-B. Nature of Action 5-C. Code 5-B. Nature of Action 6-C. Code 5-C. Code 5-D. Legal Authority 6-C. Code 5-C. Code 5-D. Legal Authority 6-C. Code 5-C. Code 5-D. Legal Authority 6-C. Code 6-C. C	and 39.) 2. Request Number
(FACIL PART B — For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. 1. Name (Lest. First, Miedle) SMITH, BETTY M. FIRST ACTION 5-A. Code 5-B. Nature of Action 5-A. Code 5-B. Nature of Action 6-A. Code 5-B. Nature of Action 6-C. Code 5-C. Code 5-D. Legal Authority 6-C. Code 6-C. Code 5-D. Legal Authority 6-C. Code 6-C. C	4. Proposed Effective Date 06-04-2003
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7. FEGLI 28. Annuitar 29. Retirement Plan 31. Service Comp. Date (Leave) 32. Work Scripton DATA 33. Position Occupied 34. Position Occupied 35. FLSA Category 36. Appropriate E- Exempt 39. Duty Station Code 39. Duty Station (City - County - State Selfridge ANGB, MI 39. Agency Data 41. 41. 42. 43. 43. 44. Academic Discipline 48. Functional Class CART C - Reviews and Approvals (Not to be used by requesting office.) 1. Office/Function 1. Office/Function 1. Office/Function 1. Office/Function 28. Annuitar 28. Annuitar 29. Academic Date (Leave) 32. Work Scripton 46. Appropriate - Exempt 35. FLSA Category 26. Appropriate - Exempt 39. Duty Station (City - County - State Selfridge ANGB, MI 41. 42. 43. 43. 44. 45. Educational Level 46. Year Degree Attained 47. Academic Discipline 48. Functional Class 48. Functional Class 49. Page 18. Annuitar 49. Appropriate - Exempt 49. Appropriate - Exempt 49. Appropriate - Exempt 49. Appropriate - Exempt 40. Appropriate - Exempt 41. 42. 43. 44. 45. Appropriate - Exempt 46. Appropriate - Exempt 47. Academic Discipline 48. Functional Class 48. Appropriate - Exempt 49. Appropriate - Exempt 40. Appropriate - Exempt 41. 42. 43. 44. 45. Academic Discipline 48. Functional Class 49. Appropriate - Exempt 40. Appropriate - Exempt 40. Appropriate - Exempt 40. Appropriate - Exempt 41. 42. 43. 44. Academic Discipline 48. Functional Class 49. Appropriate - Exempt 49. Academic Discipline 49. A	25. Agency Use 26. Veterans Preference for RIF Vone 2 - Conditional YES NO
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PART C - Reviews and Approvals (Not to be used by requesting office.) 1. Office/Function Initials/Signature Date Office/F D. E.	44.
D. E.	49. Citizenship 50. Veterans Status 51. Supervisory Status
	Function Initials/Signature Date
F.	
Approval: I certify that the information entered on this form is accurate and that the Signature	Approval Date

PART D Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? If "YES", please state these facts on a seperate sheet and attach to SF 52.) SEE ATTACHED LETTER OF ORIGINAL DECISION.	☐ Yes	No

PART E - Employee Resignation/Retirement

PRIVACY ACT STATEMENT

You are requested to furnish a specific reason for your resignation or retirement and regulations with regard to employment of individuals in the Federal service and their determine your eligibility for unemployment compensation benefits. Your connection with administration of unemployment compensation programs. forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

a forwarding address. Your reason may be considered in any future decision records, while section 8506 requires agencies to furnish the specific reason for regarding your re-employment in the Federal service and may also be used to termination of Federal service to the Secretary or Labor or a State agency in

> The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

 Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. resignation/retirement is effective at the end of the day midnight unless you specify otherwise.) 	. Your
, and the second	

2. Effective Date 3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)

PART 5 -- Remarks for SF 50

MILITARY INFORMATION (SEE EXAMPLE ON PAGE 13 INSTRUCTIONS - ARMY VS. AIR EXAMPLES)

DUTY POSITION TITLE: AUTHORIZED GRADE: CURRENT GRADE: AFSC (DUTY): UNIT OF ASSIGNMENT:

3. For Additional	PART A - Requesting Office (Also complete Part B. Items 1, 7-22, 1. Actions Requested										2. Red	juest Num	ber
O. I OI / COUNTYOU	EXCEPTED APPOINTMENT NTE: 06 Jun 03 (Be sure to Indicate 3. For Additional Information Call (Name and Telephone Number)							ee Notes on	Rever	se)	##-#		
(AO/SUPERVISOR) 5. Action Requested By (Typed Name, Title, Signature, and Request Date)												01-02-2	
(AO/SUPER		le, Signature	e, and Red	quest Date)				d By (Typed I					ce Date)
(AU/SUFER	VISOR)					(FACI	LII Y/OF	RGANIZAT	IONAI	L CON	1MANDI	ER)	
PART B F	For Preparation of S	SF 50 (Us	e only c	odes in FP	M Suppler	nent 292-	l. Show a	ll dates in m			order.)		
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5-C. Code 5-D.	Legal Authority					6-C. Code	6-D. Lega	Authority					· · · · · ·
5-E Code 5-F. L	Legal Authority			_ . .		6-E Code	6-F. Lega	l Authority					
7. FROM: Posit	tion Title and Number				· · · · ·	15. TO:	Position 1	Fitle and Nur	nber	_			
								r, PD#-Sec		(086	62 -1890)		
								(#####)		#: (MI	A######	#)	
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3. Pay Plan 9. Occ. Cod	de 10. Grade or Level 11.Step or Ra	ate 12. Tota	i Salary		13. Pay Basis	16. Pay Plan WG	17. Occ. Code 6907	18. Grade or Leve	19.Step o	Rate 20	. Total Salary/Aw	ard	21. Pay Bas
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Ba	sic Pay	12D. Other	Pay	20A. Basic I	L	20B. Locality Ac	dj.	20C. Adj.	Basic Pay	20D. Oth	L er Pay
4. Name and Loc	ation of Position's Organization	ation				22. Name	and Locati	on of Position'	s Organiz	zation	- ·		
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						_		ng Center					
						Augusta	, MI						
EMPLOYEE I	DATA		nee garag.	**************************************		l Parkaran					r engeler		VI:20
3. Veterans Prefe	erence	Izaidi ko	ักเมือนรับประชา		Malada Pili	24. Tenure			25. Ag	ency Us	e 26.Veter	ans Prefere	ce for RIF
1 1 · Non 2 · 5-Pt		lity ensable	5 - 10-P 6 - 10-P	bint/Other bint/Compens	sable/30%		None Permanent	2 - Conditional 3 - Indefinite	ļ		YES	3	NO
7. FEGLI		-				28. Annuit	ant Indicate	or	•		29. Pay F	ate Determ	inant
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4. Position Occup	•		35. Fl	SA Catego	•	36. Арргор	riation Cod	le	en en en en en en en en en	South Street 6	37. Barg	aining Un	it Status
		eer Reserved		N - None	xempl		· · · · · · · · · · · · · · · · · · ·						
3. Duty Station Co	ode		ľ	•	(City – Co	unty Stat	e or Oversi	eas Location)					
	41.	42.	Augu	ista, MI	43.		44.						
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). Agency Data													
_ ·	/el 46.Year Degree At		Academic		48. Functio	nal Class	49. Citize	nship	50. Vet	erans St	atus 51.S	upervisor	y Status
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ART C Re	views and Approva	tained 47.	to be üs	Discipline	questing	Office.) Office D.	1 - US	·	h			C	

05.50 vp	
SF 52 (Reverse) PART D Remarks by Requesting Office	
(Note to Supervisors: Do you know of additional or conflicting reasons for the en If "YES", please state these facts on a seperate sheet and at	nployee's resignation/retirement? tach to SF 52.) Yes No
Notes:	
TEMP - Against Vacant Position (Vice:)
2. TIA - Against Filled Position (Employee Name)	
3. MUST ATTACH THE PERSON'S RESUME/APPLICATION A	AND A SIGNED AND DATED POSITION DESCRIPTION.
You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any fitting decision	The furnishing of this information is voluntary; however, failure to provide it may
 Reason for Resignation/Retirement (NOTE: Your reasons are used in determining presignation/retirement is effective at the end of the day midnight unless you spectified. 	ossible unemployment benefits. Please be specific and avoid generalizations. Your ify otherwise.)
2. Effective Date 3. Your Signature 4. Date Signed PART 5 Remarks for SF 50 MILITARY INFORMATION (SEE EXAMPLE ON PAGE 13 INST.	5. Forwarding Address (Number, Street, City, State, Zip Code) RUCTIONS - ARMY VS. AIR EXAMPLES
MTOE/TDY/UMD NR: DUTY POSITION TITLE: AUTHORIZED GRADE: CURRENT GRADE: PARA NR: LINE NR: MOS (DUTY): UNIT OF ASSIGNMENT: UIC:	

EXTENSION OF APP 3. For Additional Information (AO/SUPERVISOR) 5. Action Requested By (Ty (AO/SUPERVISOR)	<u>OINTMENT I</u>									1 '	uest Num	ber
(AO/SUPERVISOR) 5. Action Requested By (Ty	Call (Massa and	NTE: 06 Ju	n 03			· · · · · · · · · · · · · · · · · · ·				##-#		
5. Action Requested By (Ty	Call (Name and	elephone Num	per)							1	osed Effe 01-02-2	ctive Date
(AO/SUPERVISOR)						6. Action Authorized By (Typed Name, Title, Signature, and						
			,		ł		RGANIZAT					,
PART B For Prepa	ration of SF	50 (Use only	codes in FPI	M Supplen								
DOE, BRAD A.						Security N 67-89-0	1	3. Date of E		4. Effe	ective Dat	Ð
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5-C. Code 5-D. Legal Autho	de 5-D. Legal Authority						al Authority				··	
5-E Code 5-F Legal Author	rity			<u> </u>	6-E Code	6-F. Lega	Authority					
7. FROM: Position Title a	nd Number				15 TO:	Position '	Fitle and Nur	mhor.				
	no mamber						el Clerk, P		ence# (85830-	16152)	
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0. Retirement Plan		31. Ser	vice Comp. Date	(Leave)	32. Work Schedule 33					33. Part	Time Hours Biw eekly Pay Perio	
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4. Position Occupied	3 - SES General 4 - SES Career F		E - Exemp N - None Duty Station	xempt	unty Stat	e or Overs	ons I sestion)					
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(Note to Supervisors: Do	ES*, please state these facts on a	seperate sheet and at	ttach to SF 52.)		Yes	No
			•			
PART E - Employe	e Resignation/Retiremen	t				
		PDIVACY AC	TSTATEMENT		and the second s	
forwarding address. You	h a specific reason for your resigna ur reason may be considered in ent in the Federal service and	ation of retirement and any future decision	regulations with regard to emp records, while section 8506	ployment of indivi requires agencies	duals in the Fed to furnish the	leral service and
etermine vour eligibility	for unemployment companies	tion benefit.	remination of Federal Service	to the Secreta	ry or Labor or	a State agend
hould have or any pay or co	used primarily to mail you copies of compensation to which you are entitled.	of any documents you itled.	The furnishing of this information			
his information is requeste	ed under authority of sections 301	, 3301, and 8506 of	result in your not receiving: (1) pay or other compensation d	your copies of th	iose documents.	you should have
tle 5, U.S. Code, Sections	301 and 3301 authorize OPM and	agencies to issue	benefits to which you may be e	ntitled.	any unempioy	ment compens
signation/retirement is effe	Retirement (NOTE: Your reasons are ective at the end of the day — mide	e used in determining p night unless you spec	possible unemployment benefits. cify otherwise.)	Please be specific	and avoid gene	eralizations, You
eason or resignation/resignation/resignation/retirement is effe	Retirement (NOTE: Your reasons are ective at the end of the day — mide	e used in determining p night unless you spec	possible unemployment benefits. cify otherwise.)	Please be specific	and avoid gene	eralizations. You
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esignation/retirement is effe	Retirement (NOTE: Your reasons are ective at the end of the day — mide	e used in determining p night unless you spec	possible unemployment benefits. Dify otherwise.)	Please be specific	and avoid gene	eralizations. You
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;			5. Forwarding Address (No.			
≓fective Date 3. Your	Signature	4. Date Signed	5. Forwarding Address (No	umber, Street, (City, State, Zij	o Code)
≓fective Date 3. Your	Signature	4. Date Signed	5. Forwarding Address (No	umber, Street, (City, State, Zij	o Code)
Effective Date 3. Your ART 5 — Remarks f ITARY INFORMAT DE/TDY/UMD NR:	Signature OF SF 50 ION (SEE EXAMPLE ON	4. Date Signed	5. Forwarding Address (No	umber, Street, (City, State, Zij	o Code)
Effective Date 3. Your ART 5 — Remarks f ITARY INFORMAT DE/TDY/UMD NR: Y POSITION TITLE	Signature OF SF 50 ION (SEE EXAMPLE ON	4. Date Signed	5. Forwarding Address (No	umber, Street, (City, State, Zij	o Code)
Frective Date 3. Your ART 5 — Remarks f ITARY INFORMAT DE/TDY/UMD NR: Y POSITION TITLE HORIZED GRADE: RENT GRADE:	Signature Or SF 50 ION (SEE EXAMPLE ON	4. Date Signed	5. Forwarding Address (No	umber, Street, (City, State, Zij	o Code)
Frective Date 3. Your ART 5 — Remarks for ITARY INFORMAT DE/TDY/UMD NR: Y POSITION TITLE HORIZED GRADE: RENT GRADE: A NR: (DUTY):	Signature OF SF 50 ION (SEE EXAMPLE ON SEE EXAMPL	4. Date Signed	5. Forwarding Address (No	umber, Street, (City, State, Zij	o Code)
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Frective Date 3. Your ART 5 — Remarks for ITARY INFORMAT DE/TDY/UMD NR: Y POSITION TITLE HORIZED GRADE: RENT GRADE: A NR: (DUTY):	Signature OF SF 50 ION (SEE EXAMPLE ON SEE EXAMPL	4. Date Signed	5. Forwarding Address (No	umber, Street, (City, State, Zij	o Code)

1. Actions F	Requeste	ď.	Office (A			,			2000 No. 🔻 1 20 0 7 10	er en	20 0 j	1	Reque	st Numi	oer Oer
3. For Addit	ional Inf	ormation Cal	I (Name and	Telephone	Number)		<u>:</u>	 					sed Effe	ctive Date
(AO/SUP								<u></u>					01-02-2003		
(AO/SUP			Name, Title,	Signature,	and Req	uest Date)		6. Action Authorized By (Typed Name, Title, Signature, and Concurre (FACILITY/ORGANIZATIONAL COMMANDER)							e Date)
(AO/SUF	EKVIS	OK)						(FACII	LII Y/OR	GANIZAT	IONAL C	OMMA	NDEK	.)	
PART B			ion of SF	50 (Use	only co	des in FPI	V Supplen		. Show a Security No	II dates in m umber	onth-day-ye 3. Date of Bi			ive Date	
SMITH, J	JENNI	FER L.						7	89-01-23	345	03-08-1	1971			
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5-E Code	5-F. Lega	al Authority	-					6-E Code	6-F. Lega	l Authority		<u>.</u>			
7. FROM:	Position	Title and I	Number					15. TO:	Position 1	Title and Nun	ber	<u></u>	-		
			equence#					Aircraft	Mechan	ic, PD#-Sec	uence# (45091-17	7808)		
			MPCN#:	(MIA##	##### <u>)</u>					(#####) 1		MIA###	####)		
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14. Name and	d Locatio	n of Position	n's Occanizati	00		<u> </u>		22 Name	and I neati	on of Position'	s Organizatio		1.		
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27. FEGLI		•	· · ·						ant Indicat	or		29.	Pay Rat	e Determ	inant
30. Retiremen	nt Man			3	31. Servica	e Comp. Date	(Leave)	32. Work	Schedule			33.	, E	ne Hours Biweekly Pay Perii	,
POSITION 34. Position C	Occupied Competit	ive Service	3 - SES Gener	al	35. FL	SA Categor E - Exem	pt		oriation Cod	le		37			it Status
38. Duty Stati	Excepted ion Code		4 - SES Caree	Reserved	ı	uty Station	(City – Co	unty – Stat	e or Overs	eas Location)					
40. Agency D	ata	41.		42.	Battle	e Creek, l	MI 43.	 .	44.						
ru. rigency b	U.U	'''		42.			43.		44.						
5. Education	al Level	46.Year	Degree Atta	ined 47. A	cademic	Discipline 4	48. Functio	nal Class	49. Citize	enship	50. Veterar	s Status	51. Sup	pervisor	Status
PART C -		ws and /		i <i>(Not to</i> Signature	be üs		questing Date		1 - US Function	A 8 - Other	Initials/Sign	Service		#####) Jate
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3.			···, <u>-</u>					É							
).								F.							
. Approval: I ce	ertify that	the information	entered on thi	s form is acc	urate and	that the		Signature						Approv	al Date
roposed action i	is in comp	nance with stal	tutory and regu	atory require	ements.										

PART D Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reasons for the en- If "YES", please state these facts on a seperate sheet and at Notes:	aployee's resignation/retirement? tach to SF 52.)	Yes No
Always include Certificate Number if Promotion resulted in being I. If promotion is a result of an upgrade in the SAME position: including including the including inc	hide the following statement in this ca	ection of the SF 52: thorized grade."
PART E – Employee Resignation/Retirement You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled. This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue	records, while section 8506 requires agency termination of Federal service to the Sectionnection with administration of unemploym. The furnishing of this information is voluntated to the section of the section 8506 requires agency agency and the section 8506 requires agency agency agency and the section 8506 requires agency	cies to furnish the specific reason for retary or Labor or a State agency in nent compensation programs. ary; however, failure to provide it may
Reason for Resignation/Retirement (NOTE Your reasons are used in determining presignation/retirement is effective at the end of the day — midnight — unless you spect.	possible unemployment benefits. Please be sper cify otherwise.)	cific and avoid generalizations. Your

2. Effective Date 3. Your Signature	T	
2. Lifective Date 3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
		,

PART 5 -- Remarks for SF 50

MILITARY INFORMATION (SEE EXAMPLE ON PAGE 13 INSTRUCTIONS - ARMY VS. AIR EXAMPLES)

FC:
DUTY POSITION TITLE:
AUTHORIZED GRADE:
CURRENT GRADE:
AFSC (DUTY):
UNIT OF ASSIGNMENT:

CHANGE TO I						32, 33, 36	13 2 400 Te Competition (1/15 4/2)	, Mendice () is in The Proposition and Co. Companies	,	Processor recovery 1 (1994) algor	2. Req	uest Num	nber
	LOWER G	RADE (See	Notes on R	everse)						. .	##-##		
3. For Additional Inf		I (Name and To	elephone Numb	er)									ective Date
(AO/SUPERVIS		Name Title Si	anatura and O			1 2 2 2 2 2		- - 2=			1	01-02-2	
(AO/SUPERVIS		Name, Title, Si	gnature, and Ri	equest Date)		1		d By <i>(Typed</i> RGANIZA)		_			ce Date)
PART B For	Preparat	ion of SF 5	0 (Use only	codes in FP	M Supplen	1							
1. Name (Last, First,	Middle)	- was 11.7976 . St. 10. Jan 11	ne. Propries desiring	renen i ika Mek	ann an Aireann an Aire Aireann an Aireann an	2. Social	Security N	umber	3. Date of	Birth		ctive Dat	.ಜ ಉಪಪಡಿಗಳು :e
SMITH, ELIZA	BETH M.						98-76-54	132	11-05	5-1974	1		
FIRST ACTION 5-A. Code 5-B. Nat						N = 100 40 50	ND ACT 6-B. Natu	ION ire of Action		SAT			
5-C. Code 5-D. Leg	al Authority					6-C. Code	6-D. Lega	Authority					
5-E Code 5-F. Lega	al Authority	 		 -		6-E Code	6-F. Lega	Authority				·	
7. FROM: Position	Title and N	Number				15. TO:	Position 1	Fitle and Nu	mber			<u>.</u>	
Operations and F					55)	Manage	ment Ass	sistant, PD	#-Sequen	ce# (0	6351-18	967)	
Air: Func Code			//IA###################################	#)		Air: Fu	ınc Code	(#####)	MPCN#	: (MIA#	4 <i>11111111111</i>	· (*)	
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3. Pay Plan 9. Occ. Code 1		11.Step or Rate	12. Total Salary		13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Lev	et 19.Step or F	Rate 20. To	tai Salary/Aw	ard	21. Pay Basi
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14. Name and Location	on of Position	's Occasiontian				00 1				.;-			
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Department of M Det I STARC	ililiary and	i veterans A	mairs			Same as	s Item 14						
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PART D Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?		
If "YES", please state these facts on a seperate sheet and attach to SF 52.) Notes:	Yes No	
1. If action was done at employee's request, include the following statment in this section of the have employee sign statement. Also, supervisor must have employee sign a statement acknowle or pay retention in this section of the SF 52.	SF 52: "At Employee's Request." a dging that he/she is NOT entitled to	ind grade
2. If action was result of being selected for a job announcement, include Selection Certificate nu	mber	
3. If action was the result of a Management Directed Action, include the information in part A,		•
PART E Employee Resignation/Retirement PRIVACY ACT STATEMENT		
You are requested to furnish a specific reason for your resignation or retirement and regulations with regard to employ a forwarding address. Your reason may be considered in any future decision records, while section 8506 requested regarding your re-employment in the Federal service and may also be used to termination of Federal service to determine your eligibility for unemployment compensation benefits. Your connection with administration of forwarding address will be used primarily to mail you copies of any documents you	urres agencies to furnish the specific reaso o the Secretary or Labor or a State agend unemployment compensation programs.	n for cy in
This information is required and a significant result in your not receiving: (1) you	n is voluntary; however, failure to provide it ur copies of those documents you should have you; and (3) any unemployment compens tled.	o. /2)
resignation/retirement is effective at the end of the day midnight unless you specify otherwise.)		
2. Effective Date 3. Your Signature 4. Date Signed 5. Forwarding Address (Num		— -
PART 5 Remarks for SF 50 MILITARY INFORMATION (SEE EXAMPLE ON PAGE 13 INSTRUCTIONS - ARMY VS. A	AIR EXAMPLES)	
MTOE/TDY/UMD NR: DUTY POSITION TITLE: AUTHORIZED GRADE: CURRENT GRADE: PARA NR: LINE NR: MOS (DUTY): UNIT OF ASSIGNMENT: UIC:		

Standard Form 52-B
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33. Subch. 3.

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	PART D (Note to Superv	Remarks by Reque	additional or conflicting roses	ons for the em	ployee's resignation/retirement?			
1	Notes:	If "YES", please sta	ate these facts on a seperate	sheet and att	ach to SF 52.)		Yes	No
]	l. If Reassign	ment was result of se	election from a job ann	ouncement,	include certificate number s	selected fro	nm.	
			ent Directed, include or					
3	If action wa		iest include the follow		nt in this section of the SF 5	52: "This i	s a voluntary	reassignment",
	You are requeste a forwarding ad regarding your r determine your forwarding addre	e-employment in the Fe eligibility for unempl ss will be used primarily t	son for your resignation or review to considered in any full deral service and may also oyment compensation belonging the compensation of the comp	etirement and ture decision be used to	STATEMENT regulations with regard to employ records, while section 8506 requiremination of Federal service to connection with administration of the service of the service to connection with administration of the service service to connection with administration of the service service service service services and services services are services as the services services are services as the services services are services as the services are services as the services services are services as the services are s	uires agencie	s to furnish th	e specific reason for
	should have or an This information i	y pay or compensation to	which you are entitled. rity of sections 301, 3301, authorize OPM and agencies	and 8506 of	The furnishing of this information result in your not receiving: (1) you pay or other compensation due benefits to which you may be entit	is voluntary ur copies of t	; however, failt	ure to provide it may
	· Gignation/retired	ment is effective at the en	d of the day midnight ur	nless you speci	ossible unemployment benefits. Ple fy otherwise.)		o and avoid gen	eranzations. Your
Ţ	PART 5 — Re	3. Your Signature			5. Forwarding Address (Num.			ip Code)
FC: DU AU CU AF:		N TITLE: GRADE; DE:	EXAMPLE ON PAGE	E 13 INSTR	RUCTIONS - ARMY VS. A	IR EXAM	PLES)	

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5. Action Requests		Name, Title	. Signature.	. and Rei	quest Date		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence								
(AO/SUPERV			• •		,	,	(FACILITY/ORGANIZATIONAL COMMANDER)								
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Approval: I certify that	the information	entered on this	s form in ac-	urata	that the		F. Signature					Angre	val Date		

PART D Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? If "YES", please state these facts on a seperate sheet and attach to SF 52.)	Yes	☐ No
. Reference NGB-TNC Letter (88-30) dated 4 April 88		

PART E - Employee Resignation/Retirement

PRIVACY ACT STATEMENT

determine your eligibility for unemployment compensation benefits. Your connection with administration of unemployment compensation programs. forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

You are requested to furnish a specific reason for your resignation or retirement and regulations with regard to employment of individuals in the Federal service and their a forwarding address. Your reason may be considered in any future decision records, while section 8506 requires agencies to furnish the specific reason for regarding your re-employment in the Federal service and may also be used to termination of Federal service to the Secretary or Labor or a State agency in

> The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

resignation/retirement is effective at the end of the day — midnight	t – unless you speci	cify otherwise.)	
••			
•			
2. Effective Date 3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)	_
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PART 5 - Remarks for SF 50 MILITARY INFORMATION (SEE EXAMPLE ON PAGE 13 INSTRUCTIONS - ARMY VS. AIR EXAMPLES)

DUTY POSITION TITLE: AUTHORIZED GRADE: CURRENT GRADE: AFSC (DUTY):

UNIT OF ASSIGNMENT:

PART A Re 1. Actions Request	ed			and the second of the	Tille Latin		om 33.)		wayaatta ib		2. Requ	est Num	ku k
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PART C - Revie		pprovals Initials/Sig		sed by r	 equesting Date		1 - US /Function	A 8 - Other		4 3 * 7220.1234 8 38035243.4) Date
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Approval: Lead's at a	Aba isdae ::					Signature		<u></u>				Δ	ed Data
Approval: I certify that posed action is in comp	the information Diance with statu	entered on this fo itory and regulato	rm is accurate an ry requirements.	d that the		Signature						Approv	al Date

PART D Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reason If "YES", please state these facts on a seperate	ns for the emp sheet and atta	/g?in/in/retirement? loyee's resignation/retirement? ach to SF 52.)	Yes	☐ No
Notes:				_
 If Detail is VICE another employee, include the follow EXAMPLE: "VICE: John Doe who will be in LWOP Include the Not To Exceed (NTE) date/number of days Details to the same or lower grade will not exceed 120 ARMY ONLY: Details to Higher Graded positions has NTE 60 Days. (Over 60 Days will be filled through the AIR ONLY: For Details to Higher Graded positions or 	e status while s in this sect days for BO ve been elin de Merit Pro	le attending a military school" tion of SF 52 (i.e. NTE: 90 days/ OTH Army and Air. ninated to allow those persons to protion Process.)	be temporarily pror	moted
PART E - Employee Resignation/Retirement You are requested to furnish a specific reason for your resignation or re a forwarding address. Your reason may be considered in any fut regarding your re-employment in the Federal service and may also determine your eligibility for unemployment compensation ber	ture decision be used to	regulations with regard to employment records, while section 8506 requires a termination of Federal service to the	agencies to furnish the Secretary or Labor or	specific reason for a State agency in
forwarding address will be used primarily to mail you copies of any do should have or any pay or compensation to which you are entitled. This information is requested under authority of sections 301, 3301, title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies	and 8506 of	The furnishing of this information is veresult in your not receiving: (1) your coppay or other compensation due you; benefits to which you may be entitled.	oluntary; however, failure ies of those documents y	e to provide it may you should have; (2)
2. Effective Date 3. Your Signature 4. D	ate Signed	5. Forwarding Address (Number,	Street, City, State, Zij	o Code)
PART 5 - Remarks for SF 50 MILITARY INFORMATION (SEE EXAMPLE ON PAGE	E 13 INST	RUCTIONS - ARMY VS. AIR	EXAMPLES)	, 5 , 7, 5, 5, 5, 5, 5, 5, 5, 5, 5, 5, 5, 5, 5,
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Standard Form 52-B Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3

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equesting Office of additional or conflicting reasons to see state these facts on a seperate she	for the employee's resignatic eet and attach to SF 52.)			
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SEE EXAMPLE ON PAGE 1			<i>520</i>)	
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45. Educational Level 46 Year Degree Attained 47 Academic Discipline 48. Functional Class 49. Citizenship 50. Veterans Status | 51. Supervisory Status 1 - USA 8 - Other PART C - Reviews and Approvals (Not to be used by requesting office.) 1. Office/Function Initials/Signature Date Office/Function Initials/Signature Date A. D. 8. E Ç. F. 2. Approval: I certify that the information entered on this form is accurate and that the Signature Approval Date proposed action is in compliance with statutory and regulatory requirements.

PART D - F (Note to Supervi	Remarks by Requesting C sors: Do you know of additional of if "YES", please state these for	Office or conflicting reasons for the erracts on a seperate sheet and at	ployee's resignation/retirement? .ach to SF 52.)	Yes	□ No
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2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number,	, Street, City, State, Zi	p Code)
PART 5 - Re	marks for SF 50 ORMATION (SEE EXAM	PLE ON PAGE 13 INST	ructions - army vs. air	EXAMPLES)	
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Standard Form 52-B Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3

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27 WG selfridge ANGB EMPLOYEE DA 3. Veterans Preferer 2 - 5-Point POSITION DA1 Position Occupied 2 - 1 - Competit 2 - Excepted Duty Station Code Agency Data Educational Level ART C - Revie	ATA ATA 3 - 10-Point/D 4 - 10-Point/C ATA 3 - 10-Point/C 4 - 10-Point/C 4 - 10-Point/C 4 - SES 4 - SES 41. 46. Year Degree	isability ompensable General Career Reserve 4 Attained 4	5 - 10-6 - 10- 31. Servi 35. F 39. E Selfi 2. 7. Academic	FLSA Categor R - Exem N - None Duty Station ridge, MI	e (Leave) ry ppt exempt (City — Ci 43. 48. Function	24. Tenure 1 - 1 - 28. Annuita 32. Work S F 36. Approp ounty State onal Class Office.) Office/ D.	None Permanent Int Indicat Chedule station Code or Overs 44. 49. Citize	2 - Conditional 3 - Indefinite or le eas Location)	25. Age	rans Stati	9. Pay Ro 33. Part 1	ime Hours Biweekly Pay Periu Jaining Un	Per / pd it Status

SF 52 (Reverse) PART D - F	Remarks by Requesting sors: Do you know of addition	ng Office onal or conflicting reasons for the lese facts on a seperate sheet and	employee's resignation/retirement?	Yes	∏ No
Notes:		·			
1. Give a Not	To Exceed (NTE) date/	number of days in Part A, I	Block 1 (i.e. NTE 60 days, N	ITE 30 Sep 00)	
			rs Compensation, Vacation, S		
	nployee Resignation	PRIVACY	ACT STATEMENT		
regarding your re determine your forwarding addres	ress, four reason may be e-employment in the Federal eligibility for unemploym	considered in any future decis service and may also be used ent compensation benefits. You all you copies of any documents y	The furnishing of this informat	requires agencies to furnish the to the Secretary or Labor or of unemployment compensation p tion is voluntary; however, failur	specific reason for a State agency in programs. re to provide it ma
This information is title 5, U.S. Code.	s requested under authority (Sections 301 and 3301 auth	of sections 301, 3301, and 8506 orize OPM and agencies to issue	result in your not receiving: (1) of pay or other compensation do benefits to which you may be er	your copies of those documents ue you, and (3) any unemploy ntitled.	you should have; (2 ment compensatio
Reason for Recresignation/retiren	signation/Retirement (NOTE) rent is effective at the end of	our reasons are used in determining the day midnight — unless you s	ng possible unemployment benefits. Ispecify otherwise.)	Please be specific and avoid gene	ralizations. Your
2. Effective Date	3. Your Signature	4. Date Signe	ed 5. Forwarding Address (No	umber, Street, City, State, Zij	p Code)
	•			, , , , , , , , , , , , , , , , , , , ,	/
	marks for SF 50 ORMATION (SEE EX	AMPLE ON PAGE 13 IN	STRUCTIONS - ARMY VS.	. AIR EXAMPLES)	

FC:
DUTY POSITION TITLE:
AUTHORIZED GRADE:
CURRENT GRADE:
AFSC (DUTY):
UNIT OF ASSIGNMENT:

PART A Requ 1. Actions Requested	esting Office (Also	complete Pa	rt B, Items	1, 7-22,	32, 33, 36	and 39.)				equest Nu	mber
LWOP-US (See 1	Notes on Reverse)								##-	##	
3. For Additional Inform	nation Call (Name and Tele	ephone Numbe	rr)						4. Pr	oposed Ef	fective Date
(AO/SUPERVISO										01-02-	
·	y (Typed Name, Title, Sign		quest Date)				By (Typed N	lame, Title, S	Signature, and	Concurre	nce Date)
(TECHNICIAN R	EQUESTING LWOP	-US)			(SUPE	RVISOR/	AO)				
PART B For P	reparation of SF 50	(Use only c	odes in FP	M Supplei		. Show al Security Nu		onth-day-yea		ffective Da	
SMITH, BETTY I	•				1	00-00-00		02-16-1			
FIRST ACTION 5-A. Code 5-B. Nature					SECON	ID ACTI	وطئين فيناه والمراوية	V2-10-1 S. Brier Main, V			
5-C. Code 5-D. Legal	Authority				6-C. Code	6-D. Lega	Authority			,, ,	
5-E. Code 5-F. Legal	Authority				6-E Code	6-F. Legal	Authority				
7. FROM: Position T	itle and Number				15. TO:	Position T	itle and Nun	nber			
	<u> </u>			13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Leve	19.Step or Rate	20. Total Salary/	/Award	21. Pay Basis
GS 0334	06 01										_]
12A. Basic Pay	2B. Locality Adj. 12C. A	dj. Basic Pay	12D. Other	Pay	20A. Basic F	Pay	20B. Locality Ad	dj. 20C.	Adj. Basic Pay	20D. C	ther Pay
	of Position's Organization		l		00 11		on of Position	o Osnanimatio			
127 WG Selfridge ANGB, M EMPLOYEE DAT 23. Veterans Preference 1 - None 2 - 5-Point	A	5 - 10- 6 - 10-	Point/Other Point/Compen	sable/30%	1 1 -	None Permanent	2 - Conditional 3 - Indefinite	25. Agency	Y	ES	rence for RIF
27. FEGLI					28. Annuit	ant Indicate	or		29. Pa	y Rate Dete ——	rminant
20. Fisher and Stan		I			122 74/1-6	Nahadula			22 0	art Time Hor	use Dos
30. Retirement Plan		31. Serv	ice Comp. Dat	te (Leave)	32. Work 8	Schedule			33. F	Biwee Pay Pe	
POSITION DATA 34. Position Occupied 1 - Competitive 2 - Excepted Se	Service 3 - SES General		FLSA Catego E - Exer N - Non	mpt	F 36 Approp	oriation Cod	le		37. B		unit Status
38. Duty Station Code	"	i	•	•	ounty Stat	te or Overs	eas Location)				
40 Assess Data	174		ridge, Ml			44.			•		
40. Agency Data	41.	42.		43.		44.					
45. Educational Level	46.Year Degree Attained	47 Academ	c Discipline	48. Functi	onal Class	49. Citize	enship	50. Veteran	s Status 51	. Supervis	ory Status
P - 1 - 5 - 1 - 2 - 2 - 3 - 3 - 3 - 3 - 3 - 3 - 3 - 3	s and Approvals (over the comments.	A CARL CONTON	malin papingal a meter	<u></u>	A 8 - Other				
1. Office/Function	Initials/Sign		isen ny ie	Date		/Function		Initials/Sigr	nature	مَكُذُ ! فَقَدَّا مِنْ رَابِيوِسُنِي.	Date
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	e information entered on this for nce with statutory and regulator		nd that the		Signature					Appr	roval Date

(//6/3/3/)	·
PART D Remarks by Requesting Office	
(Note to Supervisors: Do you know of additional and	
(Note to Supervisors: Do you know of additional or conflicting reasons for the em If "YES", please state these facts on a seperate sheet and att	1ployee's resignation/retirement?
Notes: I WOP IIS is used for the	Yes No
Notes: LWOP-US is used for the purpose of restoration rights to a to	echnician job.
1. Attach Military Orders (i.e. AGR Orders, Title 10 orders)	
PART E Employee Resignation/Retirement	
Tou are requested to furnish a specific reason for your residents.	T STATEMENT
regarding your re-employment in the Federal consider and	records, while section above requires agencies to furnish the specific reason f
forwarding address will be used primarily to mail you copies of any documents you should have or any pay as conserved to mail you copies of any documents you	compensation with authinistration or unemployment compensation programs.
This information is requested under authority of sections 201, 2004, 11, 2500, (The furnishing of this information is voluntary; however, failure to provide it mare result in your not receiving: (1) your copies of those documents you should have; (2)
IIIP 5 II S Code Sections 204 - 1 con.	pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.
 Reason for Resignation/Retirement (NOTE: Your reasons are used in determining presignation/retirement is effective at the end of the day midnight unless you specified. 	ossible unemployment has 64 - 54
resignation/retirement is effective at the end of the day midnight unless you speci	ify otherwise.)
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Effective Date 3. Your Signature 4 Date Signed	
4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
TA PART NAME OF ARRAY STORES	
ART 5 Remarks for SF 50	
LITARY INFORMATION (SEE EXAMPLE ON PAGE 13 INSTR	UCTIONS - ARMY VS. AIR EXAMPLES)
TY POSITION TITLE:	
THORIZED GRADE:	
RRENT GRADE:	·
SC (DUTY):	
IT ÒF ASSIGNMENT:	

	DUTY (RTD) Information Call (Nam	00 and T-	(a.b	· · · · ·	·					1	Request Nu ^L -##	umber
(AO/SUPERV	ISOR)				,				-	4.		ffective Date
5. Action Request	ed By (Typed Name,	Title, Sig	nature, and F	Request Date,)	6. Actio	n Authorize	d By (Typed	Name, Title,	Signature, an	01-02	2-2003
(TECHNICIA)	N RETURNING	TO DU	TY)			(SUPI	RVISOR	VAO)		3 , 2		once Date)
PART B Fo	or Preparation o	f SF 50) (Use only	codes in Fi	PM Supple	ment 292-	1. Show a	ll dates in m	onth-day-ye	ar order.)		
WILLIAMS, J	st, wirddie)					2. Socia	Security N	umber	Date of Bir	rth 4.	Effective D	ate
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5-C. Code 5-D. Le	egal Authority		· <u>. </u>		<u>-</u> .	6-C. Cod	6-D. Lega	al Authority				
5-E Code 5-F. Le	egal Authority					6-E Code	6-F. Lega	LAuthority				
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7. FROM: Positio	on Title and Numbe	r			.,	Supply	Clerk, P	Title and Num D#-Sequence	ce# (76871	-1742)		
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2A. Basic Pay	12B. Locality Adj.	12C. A	dj. Basic Pay	120. Other	Pay	20A. Basic	Pay	208. Locality Ad	lj. 20C.	Adj. Basic Pay	20D. O	ther Pay
4. Name and Locat	ion of Position's Orga	nization				22. Name	and Location	on of Position'	s Organization	<u> </u>		
						I Lansing	. MI					
. Veterans Prefere	nce					Lansing			25. Agency	Use 25.ve	erans Prefere	ence for RIE
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PART D R (Note to Supervis	emarks by Requesting Of sors: Do you know of additional or If "YES", please state these fac	conflicting reasons for the em	ployee's resignation/retirement? ach to SF 52.)	Yes	∏ No
·					
PART E - Er	nployee Resignation/Retin	والمعارضة والمراجع والمعارض والمعارض والمعارض والمراجع والم			
a forwarding add regarding your re determine your forwarding address should have or any This information is	ress. Your reason may be consid -employment in the Federal servic	r resignation or retirement and fered in any future decision e and may also be used to impensation benefits. Your copies of any documents you are entitled.	regulations with regard to employment records, while section 8506 requires termination of Federal service to the connection with administration of unem. The furnishing of this information is v result in your not receiving: (1) your copay or other compensation due you; benefits to which you may be entitled.	agencies to furnish the e Secretary or Labor or ployment compensation p roluntary; however, failur pies of those documents	specific reason f a State agency programs. e to provide it mayou should have; (
Reason for Res resignation/retirem	signation/Retirement (NOTE, Your real real real real real real real rea	asons are used in determining p y midnight — unless you spec	oossible unemployment benefits. Please b cify otherwise.)	e specific and avoid gene	ralizations. Your
PART 5 Re	3. Your Signature marks for SF 50	4. Date Signed	5. Forwarding Address (Number,		Code)
ILITARY INFOUTOFICE TOE/TDY/UM UTY POSITION UTHORIZED OF URRENT GRA ARA NR: OS (DUTY): NIT OF ASSIGNOCE	ID NR: N TITLE: GRADE: DE: LINE NR:	LE ON PAGE 13 INST	RUCTIONS - ARMY VS. AIR I	EXAMPLES)	

SEPARATION				The state of the s		32, 33, 3	o verso de l'acco de la _{caral} actiones	and a second	na 6 m/g - Pagagilytan amari (1994) (Time (1966)) (04.586.6866.724 >	2. Reques	t Numt	per
3. For Additional In	formation Call	(Name and Tea	leohone Numi	ber)							##-##	1 = 22	
(AO/SUPERVI				,							4. Propos		
5. Action Requeste	d By (Typed Na	ame, Title, Sig	nature, and F	Request Date)	6. Action	1 Authorize	d By (Typed i	Name. Title. S	Signature	and Cond	-02-2	OU3
(TECHNICIAN	N REQUEST	ING SEPAI	RATION (J.S.)			RVISOR		,	-	,	JU17 C17 C	
PART B Fo	r Preparatio	n of SF 50	0 (Use only	codes in Fi	PM Supple	ment 292-	1. Show a	ll dates in m	onth-day-ve	ar order		مورزه وی مود کار ماک رو	
1. Name (Last, First	, Middle)		te di termentantan da daga	es the tentural resolution	in a sayon for the		Security N		3. Date of Bir		4. Effective	ve Date	##1421212 }
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FIRST ACTIO							ND ACT 6-B. Natu	ION re of Action					1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
5-C. Code 5-D. Leg	gal Authority		<u> </u>			6-C. Code	6-D. Lega	l Authority					
5-E Code 5-F. Leg	gal Authority					6-E Code	6-F. Lega	Authority					
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Training Techni			07543 180°	76)		15. TO:	Position 1	itle and Nun	nber				
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Pay Plan 9. Occ. Code 1	10. Grade or Level 11	Step or Rate 1	12. Total Salary		13. Pay Basis	s 16. Pay Plan	17. Occ. Code	18. Grade or Leve	19.Step or Rate	20. Total S	Salary/Award	_	21. Pay 6a:
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2A. Basic Pay	12B. Locality Ad	j. 12C. A	dj. Basic Pay	12D. Other	r Pay	20A. Basic i	Pay	20B. Locality Ac	ij. 20C.	Adj. Basic	Pay 20	O. Othe	r Pay
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Sattle Creek AN	ŇTA TO		II dependent og de Et Fallballa (de Fa		ose ing og strong Strong Giller Strong og Strong	24. Tenure			125 Agency	Use 26	Veterans F	reference	e for PIE
attle Creek AN	TA nce 3 - 10-Poi	int/Disability	5 - 10	-Point/Other		24. Tenure		2 - Continual	25. Agency	Use 26).Veterans F		
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PART D Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reasons for the entire of the supervisors). If "YES" please state these footnotes the entire of the supervisors.	nployee's resignation/retirement?		
If "YES", please state these facts on a seperate sheet and a Notes;	ttach to SF 52.)	Yes	☐ No
1. If ordered to Active Duty, include the following statement in this "Ordered to Active Duty under Order: ARNG/ANG-###-MI, dated	section of SF 52: # MAR ##."		
If person accepted an AGR Tour, include following statment in t "Accepted position on AGR Tour."			
3. SPMD/FC FL97-1100 - Entitled to restoration in accordance wit will be placed on LWOP U.S. unless they request to be terminated vand no lump sum payment will be made unless requested in writing.	n FPM 353. Technicians ordered to vith Separation U.S. action, CS Reti	active duty unde rement monies wi	r Title 10 USC ill stay in deposit
PART E Employee Resignation/Retirement	T STATEMENT		
You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.	regulations with regard to employment of records, while section 8505 requires age termination of Federal service to the Seconnection with administration of unemploy. The furnishing of this information is voluity	encies to furnish the ecretary or Labor or yment compensation p	specific reason for a State agency in programs.
This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue		of those documents of	vou should have: (2)
Reason for Resignation/Retirement (NOTE Your reasons are used in determining resignation/retirement is effective at the end of the day — midnight — unless you see	possible unemployment benefits. Please be si	pecific and avoid nene	ralizations. Your
resignation/retirement is effective at the end of the day midnight unless you spe	cify otherwise.)	9	Tour
	•		
Effective Date 3. Your Signature 4. Date Signed	5. Forwarding Address (Number Str	-1.0% -0.1	
	5. Forwarding Address (Number, Str	eet, City, State, Zip	Code)
PART 5 - Remarks for SF 50	Andrews and the second		
MILITARY INFORMATION (SEE EXAMPLE ON PAGE 13 INST	RUCTIONS - ARMY VS. AIR EX	AMPLES)	
FC: DUTY POSITION TITLE: AUTHORIZED GRADE:			
CURRENT GRADE: AFSC (DUTY): UNIT OF ASSIGNMENT:			

PART A - Reque 1. Actions Requested	esting Office	(Also cor	nolete Pari	t B, Items	1, 7-22,	12, 33, 3 6	and 39.)				2. Regu	est Numb	er
TERMINATION A	PPOINTMENT	r IN (Tr	ansfer to	Another	Federal /	Agency) (See Note	s on Rever	se)		##-##		
3. For Additional Informa					1 cdctai 1	igency) (.	11010	0 001 100 101					ctive Date
(AO/SUPERVISOR	₹)										l 0	1-02-2	003
5. Action Requested By	(Typed Name, Title	e, Signatui	re, and Requ	uest Date)				By (Typed		-			e Date)
(AO/SUPERVISOF	₹)					(FACII	LITY/OF	RGANIZAT	TIONAL C	OMM.	ANDE	₹)	
PART B - For Pr	The section was an experience of the section of the section with the section of t	F 50 (U	se o <i>nly</i> co	des in FF	M Suppler	and the second in the second of the		" of All back in the second of the last of the last	colour, hilling per manger, magazyer,				e.
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5-E. Code 5-F. Legal A	uthority		·· ·· ·· · · · · · · · · · · · · · · · ·			6-E Code	6-F. Lega	I Authority				 "	
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14. Name and Location o	f Position's Organiz	ation		·	<u> </u>	22. Name	and Locat	ion of Positior	r's Organization	on .			
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Comptroller Office						USPFO	/ Data P	rocess Inst	allation				
Battle Creek, MI						Lansing	, MI						
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			Lans	ing, MI									
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5. Educational Level	46.Year Degree A	ttained 4	7. Academic	Discipline	48. Functi	onal Class	49. Çitiz	enship	50. Vetera	ns Statu	s 51. S	upervisor	y Status
							1.0	SA 8 - Other	\vdash				
PART C - Review		21 - 22		sed by n		•			electronic		estimation		Date
Office/Function	Initia	als/Signatu	re		Date		Function		Initials/Sig	nature			Date
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. Approval: I certify that the roposed action is in compliant				that the		Signature		<u> </u>				Appro	val Date
ONTINUED ON DEVERSE	•	J ====, y 1=				(FD		E4	itions Prior to	7/91 Ar	e Not Us	able Afte	r 6/30/93

If "YES", please state t	tional or conflicting reasons for the er these facts on a seperate sheet and a	nployee's resignation/retirement?	Yes	
Notes:			'es	No
 Date of Transfer is to be coordinat 	ed between losing and gaining	supervisor.		
PART E - Employee Resignation		T STATEMENT		
You are requested to furnish a specific reason a forwarding address. Your reason may be regarding your re-employment in the Federa determine your eligibility for unemploym forwarding address will be used primarily to m should have or any pay or compensation to wh. This information is requested under authority of title 5. U.S. Code. Sections 301 and 3201 and 32	for your resignation or retirement and considered in any future decision is service and may also be used to ent compensation benefits. Your all you copies of any documents you ich you are entitled.	regulations with regard to employmer records, while section 8506 requires termination of Federal service to the connection with administration of uner. The furnishing of this information is result in your not receiving: (1) your content.	s agencies to furnish the specific ne Secretary or Labor or a State imployment compensation programs. voluntary; however, failure to prove	reason agency
Reason for Resignation/Retirement (NOTE) resignation/retirement is effective at the end of	orize OPM and agencies to issue	benefits to which you may be entitled.		
			,	
Effective Date 3. Your Signature	4. Date Signed	5. Forwarding Address (Number,		

MTOE/TDY/UMD NR: DUTY POSITION TITLE: AUTHORIZED GRADE: CURRENT GRADE:

MOS (DUTY): UNIT OF ASSIGNMENT: UIC:

LINE NR:

PARA NR:

Standard Form 52-B Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33. Subch. 3

PART A - Requirements Actions Requested REMOVAL (See			plete Part	B, Items	1, 7-22, 3	12, 33, 36	and 39.)			2. Req	uest Num	ber
3. For Additional Inform			ne Number)									ctive Date
(AO/SUPERVISO	OR)										01-02-2	2003
5. Action Requested B		le, Signature	, and Requ	iest Date)		1				Signature, and C		ce Date)
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5-E Code 5-F. Legal	Authority					6-E Code	6-F. Legal	Authority				
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Approval: I certify that the				that the		Signature					Appro	oval Date
oposed action is in complia	ance with statutory and	regulatory red	unements.			1						

SF 5	2 ((Rev	erse)

(Note to Superv	If "YÉS", please state these fac	cts on a seperate sheet and at	tach to SF 52,)	Yes	No
Notes:					
l. A letter reg SF 52	arding the removal must be at	ttached to the SF 52, wit	h the statement "SEE ATTACHI	ED LETTER" in this sec	tion of the
	mployee Resignation/Retin	PRIVACY AC	T STATEMENT		
regarding your redetermine your	e-employment in the Federal service	dered in any future decision se and may also be used to compensation, henefits. Your	regulations with regard to employment records, while section 8506 requires termination of Federal service to the connection with administration of unem	agencies to furnish the spec	cific reason
should have or an	ly pay or compensation to which you	are entitled.	The furnishing of this information is v	voluntary; however, failure to	provide it m
This information title 5, U.S. Code	is requested under authority of section. Sections 301 and 3301 authorize O	ions 301, 3301, and 8506 of	result in your not receiving: (1) your co pay or other compensation due you;	pies of those documents you s ; and (3) any unemployment	should have; compensat
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PART B For	r Preparation of	SF 50	(Use only c	odes in Fi	PM Supple	ment 292-	1. Show a	ıll dates in m	onth-day-ye	ar order.)		
I. Name (Last, First.	, Middle)						Security N		3. Date of Bir		ffective Da	te
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SF 52 (Reverse)				
PART D Remarks by Rei (Note to Supervisors: Do you know If "YES" please	questing Office of additional or conflicting reason state these facts on a seperate	15 TUT THE EMPHOYPE'S RESIDES	ition/retirement /	☐ Yes
Notes:	The state of a separate	oncer and attach to or oz.)		163

1. State Reason for Termination in this section of SF 52.

PART E - Employee Resignation/Retirement

PRIVACY ACT STATEMENT

You are requested to furnish a specific reason for your resignation or retirement and regulations with regard to employment of individuals in the Federal service and their determine your eligibility for unemployment compensation benefits. Your connection with administration of unemployment compensation programs, forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

a forwarding address. Your reason may be considered in any future decision records, while section 8506 requires agencies to furnish the specific reason for regarding your re-employment in the Federal service and may also be used to termination of Federal service to the Secretary or Labor or a State agency in

> The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. You	lour
resignation/retirement is effective at the end of the day midnight unless you specify otherwise.)	Vui
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2. Effective Date 3. You	ur Signature	4. Date Signed	5. Forwarding Address	(Number, Street,	City, State, Zip Code)
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PART 5 → Remarks for SF 50

MILITARY INFORMATION (SEE EXAMPLE ON PAGE 13 INSTRUCTIONS - ARMY VS. AIR EXAMPLES)

MTOE/TDY/UMD NR: DUTY POSITION TITLE: AUTHORIZED GRADE: CURRENT GRADE: PARA NR:

LINE NR:

MOS (DUTY):

UNIT OF ASSIGNMENT:

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PART C - Reviews and Approvals (Not to be used by requesting office.) 1. Office/Function Initials/Signature Date Office/Function Initials/Signature Date D. E. Approval: I certify that the information entered on this form is accurate and that the Signature Signature Approval Date	i. Educational Level	46.Year Degree A	ttained 47. A	Academic Di	scipline	48. Function	onal Class	49. Citize	enship	50. Veteran	s Status 51.	Supervisor	y Status
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					1		F.					· · · · · · · · · · · · · · · · · · ·	
	Approval: I certify that	the information entered on	this form is acc	urate and th	at the	<u> </u>	Signature		<u>l</u>		·	Approv	al Date

(Note to Supervisors: Do you know of additional or	conflicting reasons for the en	10loyee's resignation/ratinement?		
ii 120 , piesse state these rac	cts on a seperate sheet and at	tach to SF 52.)	Yes	☐ No
Notes: 1. Include following statment in this section		1.75		
	i of Sr 32: See Anache	ed Documentation."		
		·		
PART E Employee Resignation/Retir		T STATEMENT		
You are requested to furnish a specific reason for you a forwarding address. Your reason may be reasing	r resignation or retirement and	regulations with regard to omployment	t of individuals in the Fed	eral service and the
regarding your re-employment in the Federal service	deled in any future decision.	records, while section 8506 requires	agencies to furnish the	specific reason f
forwarding address will be used primarily to mail you	cooles of any documents your	connection with administration of uner	iployment compensation p	rograms.
should have or any pay or compensation to which you	are entitled.	The furnishing of this information is v	voluntary; however, failur	e to provide it m
This information is requested under authority of secti	ions 301, 3301, and 8506 of		pies of those documents ; and (3) any unemploy	you should have; (ment_compensati
title 5, U.S. Code. Sections 301 and 3301 authorize C	PM and agencies to issue	benefits to which you may be entitled.		
				,
 Reason for Resignation/Retirement (NOTE Your resignation/retirement is effective at the end of the day 	asons are used in determining p	possible unemployment benefits. Please t	pe specific and avoid gene	ralizations. Your
	, mangik amesa you spec	Sily Otherwise.)		
•• •				
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Effective Date 2, Very Circ				
. Effective Date 3. Your Signature	4. Date Signed	Forwarding Address (Number,	Street, City, State, Zip	Code)
PART 5 - Remarks for SF 50				Cod by V (2) The laboratory
LITARY INFORMATION (SEE EXAMP	I E ON DACE 12 INICT	DUCTIONS		4.5
	LE ON FAGE 13 INSI	RUCTIONS - ARMY VS. AIR	EXAMPLES)	
FOE/TDY/UMD NR:				
JTY POSITION TITLE: JTHORIZED GRADE:				
RRENT GRADE:				
RA NR: LINE NR:				
OS (DUTY): IT OF ASSIGNMENT:				
C:				
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PART A - Rec 1. Actions Requested RETIREMENT	questing (Office (Als	o comple	ete Part	8, Items	1, 7-22,	32, 33, 36	and 39.)			Process of Police	2. Reque ##-##	st Numt	per
3. For Additional Info	ormation Call	(Name and Te	elephone .	Number)									sed Effe	ctive Date
(AO/SUPERVIS												_	1-02-2	
5. Action Requested					iest Date)		į.		By (Typed N		-			e Date)
(TECHNICIAN	REQUES	TING RETI	REMEI	NT)			(FACII	LITY/OR	RGANIZAT	IONAL CO	OMM <i>A</i>	ANDER	.)	
PART B For 1. Name (Last, First,		ion of SF 5	0 (Use	only co	des in FP	M Supplen		. Show a Security No		nth-day-ye Date of Birt		.) 4. Effect	ive Date	us de l'estad la la letadi B
BLACK, KENN					,			43-21-09		05-16-19	947			
FIRST ACTION 5-A. Code 5-B. Nati				Tarket V				ID ACT	ION ire of Action		es propies Sesentia		e Lilia (Lebes)	
5-C. Code 5-D. Leg	al Authority						6-C. Code	6-D. Lega	Àuthority				_	
5-E Code 5-F. Lega	al Authority						6-E. Code	6-F. Lega	l Authority					
7. FROM: Position Automotive Wor Air: Func Code	ker, PD#-	-Sequence#	•	,			15. TO:	Position 1	Title and Num	ber			· •	
Army: Para (##				ŕ									_	
8. Pay Plan 9. Occ. Code 11	0, Grade or Level	11.Step or Rate	12. Total Sa	alary		13. Pay Basis	16. Pay Plan	17. Occ. Code	e 18. Grade or Level	19.Step or Rate	20. Total	Salary/Awar	1	21. Pay Basis
12A, Basic Pay	12B. Locality	 -	Adj. Basic	Pay	12D. Other	r Pay	20A. Basic I	Pay	20B. Locality Ad	j. 20C.	Adj. Basid	: Pay	20D. Oth	er Pay
Flint, MI EMPLOYEE DA 23. Veterans Preferen	violation for all					igo o monto e porto. Notaciones para esta esta esta esta esta esta esta est	24. Tenure			25. Agency	Use 2	26. Vel eran	s Preferer	nce for RJF
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27. FEGLI							28. Annui	tant Indicat	or		2	9. Pay Rai	e Determ	inant
30. Retirement Plan			3	1. Service	e Comp. Dat	te (Leave)	32. Work	Schedule			3	33. Part Ti	me Hours Biweekly Pay Peri	ν .
POSITION DAT 34. Position Occupied 2 1 - Competit	ive Service	3 - SES General	redikta	35. FL	SA Catego	mpt	F 36. Appro	priation Co	de					nit Status
2 2 - Excepted 38. Duty Station Code		4 - SES Career R	eserved		uty Station	<u>.</u>	ounty – Sta	te or Overs	seas Location)					
40. Agency Data	41.		42.	Flint,	, 1/11	43.		44.						
45. Educational Level	46.Year	Degree Attain	ed 47. A	cademic	Discipline	48. Function	onal Class	49. Citiz	enship	50. Veteran	s Status	51. Su	pervisor	y Status
PART C - Revie	1	Approvals Initials/Si		be us	ed by re	equesting Date		1 - US e/Function	SA 8 - Other	Initials/Sign	ature			Date
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Editions Prior to 7/91 Are Not Usable After 6/30/93 NSN 7540-01-333-6239 RCAS V1.0

PART D Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflict If "YES", please state these facts on a	ting reasons for the err seperate sheet and at	ployee's resignation/retirement tach to SF 52.)	Yes No
+			
PART E - Employee Resignation/Retiremen	nen en era mantererereren gan preigna grant gebruik gebreit gebreit gebreit.	T STATEMENT	
You are requested to furnish a specific reason for your resignal forwarding address. Your reason may be considered in egarding your re-employment in the Federal service and eletermine your eligibility for unemployment compensations address will be used oriminately the service and elements.	ation or retirement and an any future decision may also be used to	regulations with regard to em records, while section 8506 termination of Federal servic	requires agencies to furnish the specific reason
should have or any pay or compensation to which you are enti	or any documents you itled.	The furnishing of this informatesult in your not receiving: (1	stion is voluntary; however, failure to provide it
his information is requested under authority of sections 301 itle 5, U.S. Code. Sections 301 and 3301 authorize OPM and	1, 3301, and 8506 of agencies to issue	pay or other compensation benefits to which you may be	due you; and (3) any unemployment compensa
	night – unless you spec	cify otherwise.)	Please be specific and avoid generalizations. You
	night — unless you spec	city otherwise.)	Please be specific and avoid generalizations. Your
	mgmt – uniess you spec	city otherwise.)	
Effective Date 3. Your Signature	mgmt – uniess you spec	city otherwise.)	Please be specific and avoid generalizations. Your
Effective Date 3. Your Signature ART 5 - Remarks for SF 50	4. Date Signed	5. Forwarding Address (A	lumber, Street, City, State, Zip Code)
Effective Date 3. Your Signature ART 5 - Remarks for SF 50 LITARY INFORMATION (SEE EXAMPLE ON OE/TDY/UMD NR: TY POSITION TITLE: THORIZED GRADE:	4. Date Signed	5. Forwarding Address (A	lumber, Street, City, State, Zip Code)
Effective Date 3. Your Signature ART 5 - Remarks for SF 50 LITARY INFORMATION (SEE EXAMPLE ON OE/TDY/UMD NR: TY POSITION TITLE:	4. Date Signed	5. Forwarding Address (A	lumber, Street, City, State, Zip Code)

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3. For Additional In	formation Cal	(Name and 7	se) Telenhone	Number)		_	- · · · · · · · · · · · · · · · · · · ·	······			##-#		
		•										4. Pro		ective Dat
5. Action Requested	d By <i>(Typed</i>	Name, Title, S	ignature,	and Requ	uest Date)	6. Actio	n Authorize	d By (Typed I	Vame, Tit.	le, Sign	ature, and o	01-02- Concurrer	2003 ce Date)
(TECHNICIAN	REQUES	TING RESI	[GNAT]	ION)					RGANIZAT					
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5-A. Code 5-B. Na		Samuel Carlot	ย์ ก็ตัว (กับ ค.ศ.) เ				and add to the first of the con-	ND ACT e 6-8. Nati	ION Ire of Action	availer (L		in diamental diament Companya diamental d		
5-C. Code 5-D. Leg	gal Authority		<u></u>				6-C. Cod	e 6-D. Lega	al Authority	<u>-</u>				
5-E. Code 5-F. Leg	al Authority	 · · · · · · · · · · · · · · · · · · 					6-E Code	6-F. Lega	l Authority			. .		
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		on a seberare succi quo si	tach to SF 52.)	Yes	No
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	mployee Resignation/Retire	PRIVACY AC	T STATEMENT		
egarding your r	e-employment in the Federal service	red in any future decision and may also be used to	regulations with regard to employment records, while section 8506 requires termination of Federal service to the	agencies to furnish the	specific reason
orwarding addre	eligibility for unemployment com ss will be used primarily to mail you co sy pay or compensation to which you ar	pensation benefits. Your	' connection with administration of unom-	ployment compensation p	rograms.
his information itle 5, U.S. Code	is requested under authority of section . Sections 301 and 3301 authorize OPN	is 301, 3301, and 8506 of M and agencies to issue	result in your not recoiving: (1) your par-	pies of those documents	vou should have:
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3. For Additional Information Call (Name and Teleph	hone Number)				,		4. Pro	posed Eff	ective Dat
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SF 52 (Reverse)			
PART D Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reasons for the em	ployee's resignation/retirement?	Yes	No
Notes:	,		
1. Include the following statements in this section of the SF 52 "Reduction of the SF 52 "Reduction in Force as a result of classification action.)	uction in Force due to Overstre or (Ref MITAG-HRO-TM ltr d	ngth." ltd 4 Apr 00, subj Ge	neral Notice of
PART E - Employee Resignation/Retirement	r STATEMENT		
You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you	regulations with regard to employmer records, while section 8506 require termination of Federal service to the	es agencies to furnish the he Secretary or Labor or	specific reason for a State agency in
should have or any pay or compensation to which you are entitled.	The furnishing of this information is result in your not receiving: (1) your of		
This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue	pay or other compensation due yo benefits to which you may be entitled		yment compensation
Reason for Resignation/Retirement (NOTE Your reasons are used in determining presignation/retirement is effective at the end of the day — midnight — unless you specified the second secon	possible unemployment benefits. Please Fify otherwise.)	be specific and avoid gen	eralizations. Your

	· · · · · · · · · · · · · · · · · · ·			
2. Effective Date 3. Yo	ur Signature	4. Date Signed	5. Forwarding Address	(Number, Street, City, State, Zip Code)
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PART 5 - Remarks for SF 50
MILITARY INFORMATION (SEE EXAMPLE ON PAGE 13 INSTRUCTIONS - ARMY VS. AIR EXAMPLES)

FC: DUTY POSITION TITLE: AUTHORIZED GRADE: CURRENT GRADE: AFSC (DUTY): UNIT OF ASSIGNMENT: Standard Form 52-8 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3

DEAGET (C												ļ		est Num	ber
DEATH (See No 3. For Additional Info	otes on Re	verse)	d T-1	1/	-1								##-##		
(AO/SUPERVISO		(Name and	ı reiepni	one Numbe	rr)										ctive Date
5. Action Requested		Name, Title.	Signatu	ire, and Red	guest Date)								1-02-2		
(AO/SUPERVISO		, <u>.</u> ,			,,,,,,		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) (FACILITY/ORGANIZATIONAL COMMANDER)							e Date)	
PART B For	Preparati	ion of SF	= 50 (L	Jse only c	odes in FF	M Supplen							"A har - 264 - 14 - 36"		
1. Name (Last, First, M	Midale)							Security No		3. Date			4. Effec	tive Dat	9
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PART D (Note to Super	Remarks by Requesting O visors: Do you know of additional of If "YES", please state these for	conflicting reasons for the or	nployee's resignation/retirement?		
Notes:	if YES", please state these fa	acts on a seperate sheet and a	ttach to SF 52.)	Yes	No No
110103.	•				
l. Include a si	tatement such as the following	g example: "Death at 12	30, 6 Jun 00, at home, reported	I by a relative."	
		ing and continued the short five Sim. They are not above to the label control.			
	mployee Resignation/Reti	PRIVACY AC	T STATEMENT		
regarding your r determine your forwarding addre	e-employment in the Federal service	or resignation or retirement and idered in any future decision ce and may also be used to ompensation benefits. Your	regulations with regard to employme records, while section 8506 require termination of Federal service to the connection with administration of une	is agencies to furnish the he Secretary or Labor or imployment compensation p	specific reason a State agency programs,
This information	is requested under authority of sect Sections 301 and 3301 authorize C	ione 301 2201 and 8505 at	The furnishing of this information is result in your not receiving: (1) your opay or other compensation due you benefits to which you may be entitled	copies of those documents u: and (3) any unemploy	vou should have:
÷					
. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number	r, Street, City, State, Zip	Code)
'ART 5 - Re	marks for SF 50		RUCTIONS - ARMY VS. AIR		
LITAKYINF	ORMATION (SEE EXAMP	LE ON PAGE 13 INST	RUCTIONS - ARMY VS. AIR	R EXAMPLES)	
: JTY POSITIO JTHORIZED (JRRENT GRA SC (DUTY):	GRADE: .DE:				
UT ÒF ASSIG	NMENT:				

Standard Form 52-B Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3

PART A — Requesting Office (Also complete Part). Actions Requested	art B, Items 1, 7-22, 、	32, 33, 36 an		en legitarian de la legitaria de la legitaria de legitaria de legitaria de legitaria de legitaria de legitaria	2. Requ	est Number		
TIME OFF AWARD (TOA) (40 HOURS) (See N	Notes on Reverse)		##-##					
3. For Additional Information Call (Name and Telephone Numb (AO/SUPERVISOR)	er)		1	4. Proposed Effective Date				
5. Action Requested By (Typed Name, Title, Signature, and Re	equest Date)	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date						
(AO/SUPERVISOR)		(FACILITY/ORGANIZATIONAL COMMANDER)						
PART B For Preparation of SF 50 (Use only of 1. Name (Last, First, Middle)	codes in FPM Suppler	nent 292-1. S		onth-day-year 3. Oate of Birth	C. Mariani, No. Contra rate and	tive Date		
SMITH, REBECCA L.			45-8907	05-20-196				
FIRST ACTION 5-A. Code 5-B. Nature of Action		SECOND 6-A. Code 6-	ACTION B. Nature of Action		er Sz. Janes I.			
5-C. Code 5-D. Legal Authority		6-C. Code 6-	D. Legal Authority	<u> </u>				
5-E Code 5-F. Legal Authority		6-E Code 6-I	Legal Authority					
7. FROM: Position Title and Number		15. TO: Pos	ition Title and Num	nber				
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40. Agency Data 41. 42. 45. Educational Level 46.Year Degree Attained 47. Academi	ic Discipline 48. Functio	nal Class 49	. Citizenship	50. Veterans S	Status 51. Su	pervisory Status		
40. Agency Data 41. 42. 45. Educational Level 46. Year Degree Attained 47. Academic PART C - Reviews and Approvals (Not to be to	ic Discipline 48. Function	nal Class 49	. Citizenship 1 - USA 8 - Other					
40. Agency Data 41. 42. 45. Educational Level 46.Year Degree Attained 47. Academi	ic Discipline 48. Functio	nal Class 49	. Citizenship 1 - USA 8 - Other	50. Veterans S		pervisory Status Date		
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40. Agency Data 41. 42. 45. Educational Level 46.Year Degree Attained 47. Academi PART C - Reviews and Approvals (Not to be a 1. Office/Function Initials/Signature	ic Discipline 48. Function	office.) Office/Fur	. Citizenship 1 - USA 8 - Other					

SF 52 (Reverse)						
(More to Supervisors	narks by Requesting Office Do you know of additional or coll If "YES", please state these facts	offiction seems for	ployee's resignation/retire tach to SF 52.)	ment?	Yes	☐ No
Specify TEAM A brief synopsis and recommenda	BASED OR INDIVIDUAL s of recommendation for the ation must be submitted for	, AND NUMBER OF award will be either it each individual on the	HOURS AWARDING Part D, or attached team)	NG in Part A, B I separately (NC	lock 1 DTE: If Team Av	vard, an SF 52
The award is usual	lly given for a one time evend. No more than 40 hours a	of over and above	1.1.2	nance rating by hours may be a	itself is not prop awarded in a cale	per justification endar year.)
You are requested to fit a forwarding address, regarding your re-emp determine your eligit forwarding address will.	oyee Resignation/Retirenturnish a specific reason for your re. Your reason may be considered sloyment in the Federal service a bility for unemployment complete to used primarily to mail you content of companystion to which	PRIVACY AC signation or retirement and ad in any future decision and may also be used to the sation benefits. Your bies of any documents your	TOO SOL WING SECTION O	200 requires agen	cies to furnish the	Specific reason for

Reason for Resignation/Retirement (NOTE Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day -- midnight -- unless you specify otherwise.)

benefits to which you may be entitled,

The furnishing of this information is voluntary; however, failure to provide it may

result in your not receiving: (1) your copies of those documents you should have: (2) pay or other compensation due you; and (3) any unemployment compensation

2. Effective Date 3. Your Signature 5. Forwarding Address (Number, Street, City, State, Zip Code) 4. Date Signed PART 5 - Remarks for SF 50 MILITARY INFORMATION (SEE EXAMPLE ON PAGE 13 INSTRUCTIONS - ARMY VS. AIR EXAMPLES)

MTOE/TDY/UMD NR: DUTY POSITION TITLE: AUTHORIZED GRADE: CURRENT GRADE: PARA NR:

LINE NR:

should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of

title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

MOS (DUTY):

UNIT OF ASSIGNMENT:

UIC:

Standard Form 52-B Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3 REQUEST FOR PERSONNEL ACTION

PART A — 1 1. Actions Reque TEAM BASE	D PERFOR	RMANCE A	WARD	- ARM	<u>1Y O</u> NL	Y (See N	ee Notes on Reverse) ##						2. Request Number ##-##		
3. For Additional (AO/SUPERV		all (Name and	Telephone	Number	7)								posed Eff		
Action Reques		d Name, Title. S	Signature.	and Reg	uest Date)		6 Actio	n Authoriza	d By /Typed	Name Title 9	Signatu	150 20d C	01-02-2	2003	
(AO/SUPERV							6. Action Authorized By (Typed Name, Title, Signature, and Concurrent (FACILITY/ORGANIZATIONAL COMMANDER)							ce Date)	
PART B - F	or Prepara	tion of SF	50 <i>(Us</i> e	опіу со	des in FF	M Suppler	nent 292-	1. Show a	ull dates in m	onth-day-ye	ar ord				
SMALL, SHI	-							Security N 567-89-0		3. Date of Bir		4. Effe	ective Dat	8	
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-C. Code 5-D. l	Legal Authority	· · · · · · · · · · · · · · · · · · ·			_ .		6-C. Code	e 6-D. Lega	al Authority						
-E Code 5-F. L	egal Authority						6-E Code	Code 6-F. Legal Authority							
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MPLOYEE [rence		to the survey of the second of		The state of the s		22. Name		ion of Position	's Organizatio		26.Vetera	ns Preferen	nce for RIF	
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SF 52 (Reverse)

	PART D Remarks by Requestin (Note to Supervisors: Do you know of addition If "YES" please state the	ng Office onal or conflicting reasons for the em ese facts on a seperate sheet and att	ployee's resignation/retirement?	Yes	∏No
1	otes:	oso racis on a superate sheet and an	AUT 10 01 32.)	<u></u>	LJ
1	A written synopsis of recommendati F 52 and recommendation must be sub	ion for the award will be eithe omitted for each individual on	r in Part D, or attached separa the team)	itely (NOTE: For a Te	am Award, an
2	Specify type of award (Cash Award	or Time Off Award) in Part	A, Block 1 of SF 52.		
3	Attach appropriate recommendation	forms to SF 52 (if any)			
	PART E - Employee Resignation/	Carrier process to the section of the control of th	T STATEMENT		
	You are requested to furnish a specific reason fa forwarding address. Your reason may be regarding your re-employment in the Federal determine your eligibility for unemployme forwarding address will be used primarily to mashould have or any pay or compensation to which	for your resignation or retirement and considered in any future decision service and may also be used to ent compensation benefits. Your ail you copies of any documents you	regulations with regard to employm- records, while section 8506 requir- termination of Federal service to	res agencies to furnish the the Secretary or Labor or temployment compensation p	e specific reason for a State agency in programs.
	This information is requested under authority citle 5, U.S. Code. Sections 301 and 3301 auth	of sections 301, 3301, and 8506 of	result in your not receiving: (1) your	copies of those documents ou; and (3) any unemploy	you should have; (2)
	Reason for Resignation/Retirement (NOTE \ resignation/retirement is effective at the end of	Your reasons are used in determining the day — midnight — unless you spe	possible unemployment benefits. Pleas cify otherwise.)	se be specific and avoid gene	eralizations. Your
2	. Effective Date 3. Your Signature	4. Date Signed	5. Forwarding Address (Numb	er, Street, City, State, Zi	ip Code)
-0	PART 5 - Remarks for SF 50 LITARY INFORMATION (SEE EX	KAMPLE ON PAGE 13 INST	FRUCTIONS - ARMY VS. A	IR EXAMPLES)	
D)	FOE/TDY/UMD NR: UTY POSITION TITLE: UTHORIZED GRADE:				
PA M	VRRENT GRADE: RA NR: DS (DUTY): UT OF ASSIGNMENT:				
UI					

REQUEST FOR PERSONNEL ACTION

PART A Reques 1. Actions Requested	ting Office (Als	o comple	ete Part	B, Items	1, 7-22,	32, 33, 36	and 39.)				Request Nu	titure e ar anno anno 1969, in the caire Social	
QUALITY SALARY					P#) (Sec	e Notes or	Revers	e)			-##		
3. For Additional Information	on Call (Name and T	elephone	Number)							4. F		fective Date	
(AO/SUPERVISOR)	Tunad Nama Titla Si	*****		ant Catal		6 Astion	Authoriza	d By /Typed N	Vama Titla	Signature an	01-02		
5. Action Requested By (AO/SUPERVISOR)	ryped Name, Title, Si	gnature, a	ana kequ	est Date)		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date (FACILITY/ORGANIZATIONAL COMMANDER)							
PART B For Prep		0 (Use	only cod	les in FF	M Supplei	and the contract of the contract of	. Show a Security N	and all adds and a second and a second	onth-day-y 3. Date of B	140 - 17 10 20 - 1 - 110.0	Effective D	A to a second	
SINGLETON, SEAN							45-67-8		07-02-	1			
FIRST ACTION 5-A. Code 5-B. Nature of			The second of		ing har sasar ang mengangan	SECON	ID ACT	· · · · · · · · · · · · · · · · · ·					
5-C. Code 5-D. Legal Auti	hority					6-C. Code	6-D. Leg	al Authority			-		
5-E Code 5-F. Legal Auth	nority					6-E Code	6-F. Lega	al Authority					
7. FROM: Position Title	and Number				-	15 TO:	Position	Title and Nun	nhor				
Military Personnel Te Air: Func Code (### Army: Para (####) 1	echnician, PD#-Se ###) MPCN#: (I	-	•	48-1896	0)	Military Air: Fu	Personi inc Code	nel Technici : (######)] !##) Line (#	an, PD#-: MPCN#:		•	8960)	
8. Pay Plan 9. Occ. Code 10. Grade	or Level 11. Step or Rate	12. Total S	alary		13. Pay Basis	16. Pay Plan	17. Occ. Cod	le 18. Grade or Leve	19.Step or Ra	te 20. Total Salar	y/Aw ard	21. Pay Basis	
GS 0204 0	7 03	1				GS	0204	07	04				
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MILPO Lansing, MI EMPLOYEE DATA 23. Veterans Preference 1 - None	3 - 10-Point/Disability 4 - 10-Point/Compensal	Section of the sectio	5 - 10-Po	int/Other	STATE OF THE STATE	MILPO Lansing	, MI	2 - Conditional	25. Agen	" · · ⊢—		rence for RIF	
2 - 5-Paint 27. FEGLI	4 - 10-Point/Compensal	ole	6 - 10-Po	int/Comper	isable/30%	28. Annuit	Permanent ant Indica	3 - Indefinite tor	1		YES ay Rate Dete		
30. Retirement Plan		3	1. Service	Comp. Da	te (Leave)	32. Work	Schedule			33. 1	Part Time Hor		
POSITION DATA 34. Position Occupied 2 1 - Competitive Sen 2 - Excepted Service	vice 3 - SES General 4 - SES Career F	eserved			mpt rexempt	F 36. Appro				37. (Pay Pe	eriod Unit Status	
38. Duty Station Code			i	ty Station ng, MI	i (City – C	ounty – Sta	te or Over	seas Location)					
40. Agency Data 4	1,	42.			43.		44.						
PART C - Reviews 1. Office/Function	6.Year Degree Attain and Approvals Initials/Si	(Not to	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Discipline	,	office.)	49. Citiz	zenship SA 8 - Other	50. Vetera		1. Supervis	ory Status Date	
A .	•••		· · · · · · ·			D.			<u> </u>	<u> </u>			
3.			_ 			Ē							
C.						F.		-		<u> </u>			
. Approval: I certify that the info				that the		Signature	<u></u>				Арри	roval Date	

SE 50 (00 year)		
SF 52 (Reverse)		
PART D Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? If "YES", please state these facts on a seperate sheet and attach to SF 52.)	Yes	☐ No
Notes:		,
. Specify TEAM BASED OR INDIVIDUAL in Part A, Block 1		
2. A written synopsis of recommendation for the award will be either in Part D, or attached separately and recommendation must be submitted for each individual on the team)	(NOTE: If Teat	n Award, an SF 5
3. Technician MUST have a current performance appraisal on file to receive award.		
	Nice Lifters and activities and electrical and an electrical analysis and an electrical and an electrical analysis and an electrical an	
PART E Employee Resignation/Retirement PRIVACY ACT STATEMENT		
You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled. This information is requested under authority of sections 301, 3301, and 8506 of pay or other compensation due you; is a forwarding address. Your reason may be considered in any future decision regulations with regard to employment or records, while section 8506 requires at termination of Federal service to the 3 connection with administration of unemployment or records, while section 8506 requires at termination of Federal service to the 3 connection with administration of unemployment or records, while section 8506 requires at termination of Federal service to the 3 connection with administration of unemployment or records, while section 8506 requires at termination of Federal service to the 3 connection with administration of unemployment or records, while section 8506 requires at termination of Federal service to the 3 connection with regard to employment or records, while section 8506 requires at termination of Federal service to the 3 connection with administration of unemployment or records, while section 8506 requires at termination of Federal service to the 3 connection with administration of unemployment or records, while section 8506 requires at termination of Federal service to the 3 connection with administration of unemployment or records, while section 8506 requires at termination of Federal service to the 3 connection with administration of records, while section 8506 requires at termination of Federal service to the 3 connection with administration of unemployment or records, while section 8506 requires at termination of services at termination	igencies to furnish to Secretary or Labor loyment compensation luntary; however, falses of those documer	the specific reason for a State agency on programs. Salure to provide it mants you should have; (;
title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue benefits to which you may be entitled.	., .	•
Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be resignation/retirement is effective at the end of the day — midnight — unless you specify otherwise.)	specific and avoid g	eneralizations. Your

4. Date Signed 5. Forwarding Address (Number, Street, City, State, Zip Code)

2. Effective Date 3. Your Signature

PART 5 -- Remarks for SF 50
MILITARY INFORMATION (SEE EXAMPLE ON PAGE 13 INSTRUCTIONS - ARMY VS. AIR EXAMPLES)

MTOE/TDY/UMD NR: DUTY POSITION TITLE: AUTHORIZED GRADE: CURRENT GRADE:

PARA NR:

LINE NR:

MOS (DUTY): UNIT OF ASSIGNMENT:

UIC:

Standard Form 52-B Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

Actions Requeste			ete Part B,	Items :	1, 7-22,	12, 33, 36	and 39.)			1	Reques	t Numb	per
) - (See Notes of ormation Call (Name		Miran É - d			<u>-</u>					 - 		
(AO/SUPERVIS	•	,	,	Data		- Action	Authorized	By (Tunad A	Iama Titla		01	-02-2	•
(AO/SUPERVIS		nne, signature, a	ina Request	Dates		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) (FACILITY/ORGANIZATIONAL COMMANDER)							
PART B For	Preparation of	SF 50 (Use	only codes	in FPN	1 Suppler		. Show all Security Nur		onth-day-ye 3. Date of Bi		Effecti	ve Date	
SMALL, STUA	RT K.						67-89-012	1	06-05-1	.950			
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5-C. Code 5-D. Leg	al Authority			-	· • •	6-C. Code	6-D. Legal	Authority					
5-E. Code 5-F. Leg	al Authority					6-E Code	6-F. Legal	Authority					
7. FROM: Position	Title and Number	•				15 TO:	Position Ti	tle and Nun	nber				
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23. Veterans Preferer 1 - None 2 - 5-Point	ice 3 - 10-Point/Dis	sability	5 - 10-Point/6	Other	20 Folder		None 2	t - Conditional	25. Agenc	ý Úse 26	Veterans		nce for RIF
27. FEGLI	4 - 104 01111 00	mperisable	0 - 10-4 Gillon	Sompens	able 50 /4		ant Indicato			29.	. Pay Rate	Determi	inant
30. Retirement Plan		3	1. Service Co	mp. Date	(Leave)	32. Work S	ichedule			33.	Part Tim	ie Hours iw eekly ay Perio	
POSITION DA		General	35. FLSA	E - Exem	pt .		riation Code			37	Fig. 1		it Status
2 1 - Competit 2 - Excepted 38. Duty Station Code		General Career Reserved	· · ·	N - None Station		ounty - Stat	e or Overse	as Location)	<u> </u>			·-	
40. Agency Data	41.	42.		4	4 3.		44.						
45. Educational Level	46 Year Degree		be used				49. Citizer	ship 8 - Other	50. Veterar	ns Status	51 Sup	ervisory	y Status
1. Office/Function		tials/Signature		1	Date	Office	/Function	Same Control of the second control of the	Initials/Sig	nature	*,5	<u> </u>	Date
A. 						D.							
B.		, 				E.							
C. 						F.			_ .			<u></u>	
2. Approval: I certify that proposed action is in comp				the		Signature						Approv	al Date

PART D Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting re if "YES", please state these facts on a seper	easons for the em	of the ployee's resignation/retirement?	Yes	
Notes:		,	<u> </u>	
1. A written synopsis of recommendation for the award	d will be eithe	r in Part D, or attached separately.		
2. Technician MUST have a current performance appr	aisal on file to	receive award.		
PART E - Employee Resignation/Retirement You are requested to furnish a specific reason for your resignation of a forwarding address. Your reason may be considered in any regarding your re-employment in the Federal service and may a determine your eligibility for unemployment compensation forwarding address will be used primarily to mail you copies of any should have or any pay or compensation to which you are entitled. This information is requested under authority of sections 301, 330 title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agent	or retirement and future decision also be used to benefits. Your documents you	records, while section 8506 requires ag termination of Federal service to the S connection with administration of unemplo The furnishing of this information is volu- result in your not receiving: (1) your copie	pencies to furnish the secretary or Labor of syment compensation untary; however, failuss of those documents	ne specific reason for or a State agency in programs. ure to provide it may s you should have; (2)
Reason for Resignation/Retirement (NOTE Your reasons are user resignation/retirement is effective at the end of the day — midnight	ed in determining p — unless you spec	possible unemployment benefits. Please be sify otherwise.)	specific and avoid ger	neralizations. Your
2. Effective Date 3. Your Signature 4 PART 5 Remarks for SF 50 MILITARY INFORMATION (SEE EXAMPLE ON PA	I. Date Signed	5. Forwarding Address (Number, Solution States of S		Zip Code)
FC: DUTY POSITION TITLE: AUTHORIZED GRADE: CURRENT GRADE: PARA NR: LINE NR: MOS (DUTY): UNIT OF ASSIGNMENT: UIC:				

Standard Form 52-B Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3

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SF 52 (Reverse) PART D -- Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? ∏ No Yes If "YES", please state these facts on a seperate sheet and attach to SF 52.) Notes: 1. Specify amount of bonus in Part A, Block 1 2. Must attach a letter of FULL Justification, Proof of Residency in the State employed, AND Service Agreement to the SF 52. 3. One-time Lump Sum offer up to 25% of Base Pay. PART E - Employee Resignation/Retirement You are requested to furnish a specific reason for your resignation or retirement and regulations with regard to employment of individuals in the Federal service and their a forwarding address. Your reason may be considered in any future decision records, while section 8506 requires agencies to furnish the specific reason for regarding your re-employment in the Federal service and may also be used to termination of Federal service to the Secretary or Labor or a State agency in determine your eligibility for unemployment compensation benefits. Your connection with administration of unemployment compensation programs forwarding address will be used primarily to mail you copies of any documents you The furnishing of this information is voluntary; however, failure to provide it may should have or any pay or compensation to which you are entitled. result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue benefits to which you may be entitled. 1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day -- midnight -- unless you specify otherwise.)

2. Effective Date 3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
PART 5 Remarks for SF 50		

MILITARY INFORMATION (SEE EXAMPLE ON PAGE 13 INSTRUCTIONS - ARMY VS. AIR EXAMPLES)

FC: DUTY POSITION TITLE: AUTHORIZED GRADE: CURRENT GRADE: AFSC (DUTY): UNIT OF ASSIGNMENT:

REQUEST FOR PERSONNEL ACTION

T. Actions Request					32, 33, 36	and 39.)			194.s.&&	2. Req	uest Num	ندهان ber	
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	d By <i>(Typed Name, 1</i>	litle, Signature, a	nd Request L	Date)	6 Action	Authorize	ed By (Typed N	Jame Titl	e Signati		01-02-2		
(AO/SUPERVI		•		,	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date (FACILITY/ORGANIZATIONAL COMMANDER)								
PART B Fo	r Preparation of	SF 50 (Use o	only codes i	n FPM Supple	oplement 292-1. Show all dates in month-day-year order.)								
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repproval: I certify that posed action is in comp	the information entered o diance with statutory and	n this form is accura regulatory requirem	ate and that th ents.	e	Signature Approval D							aı vəte	

CONTINUED ON REVERSE SIDE 52-118

PART D Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reasons for the em If "YES", please state these facts on a seperate sheet and att	ployee's resignation/retirement? ach to SF 52.)	Yes	∏ No
Notes:	·	. —	
1. Increase CANNOT EXCEED 25% OF THE BASE PAY.			
2. Specify percentage of Increase in Part A, Block 1			•
3. Must attach a letter of FULL Justification AND Service Agreeme	nt to the SF 52.		
PART E - Employee Resignation/Retirement			
You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.	records, while section 8506 requires agent termination of Federal service to the Sec	cies to furnish the retary or Labor or nent compensation pray; however, failure	specific reason for a State agency in rograms.
This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue	pay or other compensation due you; and benefits to which you may be entitled.		
Reason for Resignation/Retirement (NOTE: Your reasons are used in determining resignation/retirement is effective at the end of the day — midnight — unless you spe	possible unemployment benefits. Please be specify otherwise.)	ecific and avoid gener	ralizations. Your
Effective Date 3. Your Signature 4. Date Signed	5. Forwarding Address (Number, Stre	et, City, State, Zip	Code)
PART 5 - Remarks for SF 50 MILITARY INFORMATION (SEE EXAMPLE ON PAGE 13 INS FC: DUTY POSITION TITLE: AUTHORIZED GRADE: CURRENT GRADE: AFSC (DUTY): UNIT OF ASSIGNMENT:	TRUCTIONS - ARMY VS. AIR EX.	AMPLES)	

REQUEST FOR PERSONNEL ACTION

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SF 52 (Reverse)			
PART D Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reasons for the em If "YES", please state these facts on a seperate sheet and att	ployee's resignation/retirement? ach to SF 52.)	Yes	No
votes:			
. CANNOT EXCEED 25% OF THE BASIC PAY.			
2. Specify percentage of Bonus in Part A, Block 1			
3. Must attach a letter of FULL Justification AND Service Agreeme	nt to the SF 52.		
PART E - Employee Resignation/Retirement You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled. This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue 1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining resignation/retirement is effective at the end of the day midnight unless you specified.	records, while section 850b requires ager termination of Federal service to the Sectonnection with administration of unemploy. The furnishing of this information is volun result in your not receiving: (1) your copies pay or other compensation due you; and benefits to which you may be entitled. possible unemployment benefits. Please be specified.	cretary or Labor of ment compensation tary; however, fail of those document d (3) any unemple	or a State agency in programs. Jure to provide it may syou should have; (2 oyment compensation
Effective Date 3. Your Signature 4. Date Signed	5. Forwarding Address (Number, St.	reet, City, State,	Zip Code)

PART 5 — Remarks for SF.50

MILITARY INFORMATION (SEE EXAMPLE ON PAGE 13 INSTRUCTIONS - ARMY VS. AIR EXAMPLES)

DUTY POSITION TITLE: AUTHORIZED GRADE: CURRENT GRADE: AFSC (DUTY): UNIT OF ASSIGNMENT: